

HAND BOOK
OF
AMERICAN Y.M.C.A., A.E.F.

COMPILED
BY
LEGAL DEPARTMENT Y.M.C.A.

— PARIS —

12 - RUE D'AGUESSEAU - 12

PUBLISHED AS OF JULY 1ST 1918

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NOTICE TO SECRETARIES

All members of the Y.M.C.A. serving with the military forces in France, are subject to the Articles of War, to orders issued from time to time by the military authorities, and to orders issued by the Chief Secretary of the Y.M.C.A., A.E.F., and are punishable for violation thereof.

This handbook contains a copy of such orders as are vital to Y.M.C.A. workers issued prior to July 1, 1918, alphabetically indexed by subjects. Orders issued since that date are being published in each issue of the Red Triangle Overseas. Secretaries are advised to cut out such orders and paste them in this book under the proper heading, thus keeping the book up to date.

A few brief abstracts, containing some general principles and references to orders, are printed in the first part of this book for convenient use by ready reference. But these abstracts are not intended to be exhaustive of the subjects covered by the orders, bulletins, etc. Constant use of the index in the back of the book must, therefore, be made by the user.

JOHN W. MC CRACKEN
Compiler

The Y.M.C.A. in America, after tendering its services for the benefit of enlisted men in both Army and Navy, was recognized by the President of the United States as a valuable adjunct and asset to the Service. Officers were enjoined to render the fullest practicable assistance and cooperation in the maintenance and extension of the Association, both at permanent posts and stations and in the camp and field. (General Orders, No. 57, page 21.)

By Act of Congress approved May 31, 1902, the Secretary of War was given authority to grant permission by revocable licence for the erection and maintenance of Association buildings on military reservations for the promotion of the social, physical, intellectual and moral welfare of the enlisted men. It was also recognized by Act of Congress in making appropriation for the Army for the fiscal year ending June 30, 1911, and authorizing the furnishing of heat and light for the buildings. (General Orders, No. 57, page 21.)

The Association was also recognized by the Navy Department and officers of the Navy were urged to render the fullest practicable assistance and cooperation in the maintenance and extension of the Association at the regular navy yards and stations and at such other stations as may be established on either a temporary or a permanent basis. (General Orders, No 313, Navy Department, page 23.)

With the American Expeditionary Force, the Y.M.C.A. is militarized and under the control of the American military authorities. (See letter dated August 14, 1917, from the Commander-in-Chief of the American Expeditionary Forces to the Commander-in-Chief of the Armies of the North and the North-East, p. 22, 24. See also memorandum to the Secretary of the Y.M.C.A. from the Adjutant-General, American Expeditionary Forces, dated July 28, 1917, p. 24.)

It is the duty of the Military Police to give every practical assistance to the personnel of the Y.M.C.A. in France in enquiring as to localities, cab fares, etc. (General Orders, G.H.Q., No 29, page 49.)

It has been decided by the Judge Advocate's department that Y.M.C.A., militarized members of the A.E.F. are subject to the Articles of War and to trial by courts martial for infractions thereof. (See memorandum from Judge Advocate's Office to the Chief, Administration Section, General Staff, dated Jan. 29, 1918, page 24.)

WARNING TO SECRETARIES NOT TO ENGAGE IN COMBAT

"It is true that captured soldiers incur no liability to be executed by reason of having participated in combatant service. The same is true of those captured Y.M.C.A. workers who have pursued exclusively their appropriate work. If Y.M.C.A. workers or other civilians should engage in actual combat they would subject themselves to the danger of being executed. The principle is simply that only soldiers have the right to engage in warfare." See, memorandum from Judge Advocate's Record, page 25.

GENERAL OUTLINE OF PROGRAM

By correspondence between the Chief Secretary of the Y.M.C.A. and General Pershing for the Army and Vice-Admiral Sims for the Navy the scope of the activities of the A.E.F., Y.M.C.A. was defined. (See correspondence, pages 22, 23 and 24.)

DIVISION OF WORK WITH THE RED CROSS

In general, the Y.M.C.A. provides for the amusement and recreation of the troops, while the Red Cross provides for the relief work, but no sharp line of demarcation can be drawn for the activities of the respective organizations. Circumstances in particular cases often render it necessary to have one organization perform all, or nearly all, the work of the two. When such is the case, the chief representative of the organizations should adjust all questions relative to the division of work, using the general principle already stated as a guiding rule. (General Orders, G.H.Q., No. 26, page 25 and 48. But see Bulletin No 76, 1918 published in Red Triangle Overseas on August 24, 1918, changing this slightly.)

FRANCO-AMERICAN RELATIONS

Where there are educated French officers and interpreters of the French army or workers in the "Foyer du Soldat" available they should be utilized by secretaries in the giving of addresses on French history, customs and character.

Where French and American troops are located in adjacent camps it is advised that entertainments be given alternately at the respective camps, the soldiers that are accommodated where the entertainment is held being regarded as the hosts and the soldiers from the visiting camp as playing the role of visitors.

In the same way Field Day exercises should be arranged between the American troops and the French and thus a friendly rivalry in athletics be promoted. There are some athletic games, such as soccer football, volley ball, basket ball, common to the soldiers of both nations or to which either may readily adapt themselves.

The report of the special committee was adopted at our Camp and Divisional Secretaries Conference held in Paris, March 2 and 3, 1918, with which every secretary and his associates should be thoroughly familiar. The report is not intended to cover fully the situation in the more advanced positions where a special arrangement for interchange of services has been agreed upon. Copies of this agreement are in the hands of the divisional secretaries operating in or near the front line. (Bulletin No. 48, page 26.)

An understanding between the "Foyer du Soldat", the Union Franco-Américaine, and the Y.M.C.A. has been reached covering the procedure in case of replacement of American troops in a sector by French troops, or vice versa, showing how the property, including the hut, furniture, etc. shall be cared for and disposed of, also showing who takes charge, etc. The agreement also covers the situation where work is to be carried on in places occupied by troops of the two countries. It also covers sales to both French and American troops at the canteens in territory occupied by both armies. It also establishes plans for the direction of work in the Foyer du Soldat and provides for mutual conferences between the representatives of the two organizations. (Bulletin No. 67, page 27 and agreement following it.)

BRITISH AMERICAN RELATIONS

The entire agreement between the British Y.M.C.A. and the American Y.M.C.A. is too lengthy for publication herein. The following extracts therefrom, however, contain the fundamental principles governing the relations between

the two organizations. The secretaries, to whom details become necessary, may obtain full information at Headquarters. No actual removal should be undertaken without access to a complete copy of the agreement.

A. General.

1. — It is considered not only permissible but desirable that wherever Y.M.C.A. personnel and equipment are available they should be used to serve whatever men are in the area regardless of their nationality, until such times as their own Association has been advised of the situation and has made arrangements for dealing with it.

2. — It is agreed that in the event of the evacuation of an area by the troops of one nationality and its occupation by those of another, the Y.M.C.A. in that area shall be occupied and managed by the Y.M.C.A. representatives of the same nationality as the occupying troops.***

4. — No transfer shall be deemed to have taken place until such time as a Hut has been formally handed over in accordance with the rules hereinafter described and the completion of the documents attached hereto by the affixing of the signatures of both the outgoing and incoming Secretary as provided for.

B. — Local Arrangements.

6. — The earliest possible information shall be given to the other Association of the intended evacuation of any areas or centres as to ensure effectual transfer.

7. — When the troops of one nationality evacuate an area the outgoing Hut Leader shall remain in full charge of the Hut until on the arrival of the incoming Hut Leader the formal transfer has been effected.

8. — Before proceeding to the Hut to be occupied the incoming Hut Leader shall report to the District or Divisional Secretary of the outgoing Association, or his representative, and obtain from him written permission to take over the hut in question. No Hut Leader shall hand over his hut until requested to do so by an incoming Hut Leader who is in possession of written authority from a District or Divisional Secretary of the outgoing association.

9. — Until the transfer has been effected the outgoing Hut Leader will continue to serve the men stationed near his hut regardless of their nationality, the canteen sales during such period to be taken on account of the outgoing association.

C. — Huts and Marquees.

10. — Huts and marquees transferred from one association to the other shall remain the property of the association which constructed them and shall be deemed to be held in trust for their owners, being temporarily transferred free of charge to the incoming association.

11. — It shall be permissible for the occupying Association to alter, improve and add to the existing premises in order to meet their special needs, but no removal or radical reconstruction shall be undertaken without the consent of the owners.

12. — No Hut or marquee shall be vacated until the representative of the incoming association shall have arrived or until mutually satisfactory arrangements have been made for the storage of merchandises and equipment and the guardianship of the hut or marquee.

POST EXCHANGES BY Y.M.C.A.

The Y.M.C.A. has been granted the right to establish and maintain exchanges for the convenience of the troops in France, and are directed to operate them in a manner similar to that in which post exchanges have been heretofore operated. It is directed that they be established as far to the front as military operations will, in the judgement of the C.O's, permit. (General Orders, G.H.Q., No. 33, page 49.) See also par. 2 of letter dated Aug. 20, 1917, by Adjutant-General, A.E.F., to Mr. E. C. Carter, Representative of Y.M.C.A. in France, page 30. See also extract of order dated Nov. 12, 1917, page 25.)

The Chief Secretary of the Y.M.C.A. after conference with the Co-ordination Section of the General Staff accepted the responsibility of establishing the army canteens and gave notice to that effect August 23, 1917. See page 29.

As to the kind of articles sold in canteens, to whom they may be sold, and other regulations concerning the management of the canteens see par. (b) General Orders, No. 2, 1918, S O S. page 53.

As to line of articles sold and regulations governing prices see "Rules and Regulations Relating to Business Activities" issued as of Aug. 1, 1918. Some changes have been made in these matters since the issuing of the letter published on page 29 of this book.

GENERAL PURCHASING BOARD AND AGENTS

A general purchasing board is established in Paris with a general purchasing agent at its head. The G.P.A. is the representative of the C.-in-C. in liaison with the various Allied purchasing agencies, and co-ordinates and supervises all purchasing agents of the A.E.F., including the Y.M.C.A. (General Orders, G.H.Q. No. 23, page 48.)

The General Purchasing Board and other purchasing agencies of the American Expeditionary Forces are prohibited from employing any civilian or other purchasing agent who is paid by commission instead of by a fixed compensation (Gen. Orders, No. 53, page 50.)

EDUCATIONAL ACTIVITIES

An exchange of speakers has been planned and approved and will be carried out with proper discretion, the Y.M.C.A. being held responsible that the subject matter of the addresses by the speakers is in accordance with the general provisions of censorship. Provision for passes for speakers is to be made through the Permit Office in Paris. (Letter from Adjutant-General, A.E.F., to Mr. E. C. Carter, Chief Secretary, Y.M.C.A., dated November 22, 1917, and letter from C.-in-C., A.S.G.S., to Chief, Y.M.C.A., dated December 8, 1917, page 30.)

Plan of Educational Work by Anson Phelps Stokes approved March 5, 1918. (Letter from C.-in-C., G-1, to Chief Y.M.C.A., page 31.)

LIBRARY BOOKS AND PERIODICALS

The Bureau of Libraries and Periodicals supplies the A.E.F. Y.M.C.A. with Books, Music and Maps. The service of the Bureau is divided as follows:

(a) *Educational Text Books.*

For the use of teachers and lecturers.

(b) *Books for sale.*

Text books for French classes, Dictionaries, Maps, Histories, Guides, and a large variety of books of local and general interest.

(c) *Mail order service.*

Selling to members of the A.E.F. any books desired at cost for personal use, if obtainable in Paris, London or New-York.

(d) *Propaganda.*

Supplying free educational literature on the war and its causes.

(e) *American Library Association.*

Sending out books furnished by the A. L. A. to hut libraries. These libraries are packed to suit local needs in library cases furnished by the Y.M.C.A. The A. L. A. maintains a reference library at 10, rue de l'Elysée, Paris, and supplies books to all organizations working with the A.E.F.

(f) *Music.*

In preparation, a large number of new volumes of popular songs for the huts. By the end of September in time for the long winter evenings an ample stock of quartette, instrumental, jazz band, sacred and popular new selections will be available. A new song pamphlet is also in preparation.

(g) *Special books for Libraries.*

This Bureau also supplies books to hut libraries to assist students studying special subjects at present not covered by the A. L. A. service.

(h) *Magazines.*

Any magazine published can be subscribed for by the year, at cost, through this department. Magazines are furnished free for reading table use in huts and for front line service.

(i) *Newspapers.*

In some places where no adequate local newsdealer service is rendered, newspapers and "Stars and Stripes" are furnished for sale. Delivery is made promptly to nearest railhead. "Stars and Stripes" is on a strictly cash basis and must not be given away. A 10 0/0 return privilege on unsold copies is permitted.

All orders for literature furnished by this Bureau should be requisitioned through the Divisional, Business, or Educational Secretary and by him mailed to the Bureau of Libraries and Periodicals at A. H. Q. Changes in addresses should be wired as early as possible.

MOTION PICTURE SERVICE

Bulletin No. 49 regarding the motion picture service has been supplemented by Bulletin No. 79, printed in full on page 31.

Divisional Secretaries and Heads of Departments will be especially interested in this matter. It is urged that the reports called for in this bulletin be made out and sent in promptly. It is also essential that other details enjoined by the bulletin be carefully observed.

CARD PLAYING IN Y.M.C.A. HUTS

The A.E.F. Y.M.C.A. has no rule against card playing, it being understood that hut secretaries may arrange for cards at their discretion as they would arrange for any other form of recreation, due care being taken that no form of recreation interferes with the other aspects of our recreative program. In any hut where the privilege of card playing is abused by playing for stakes, the privilege shall be withdrawn.

SECRETARIES ACTING AS CHAPLAINS

Secretaries, who are ordained ministers, may, when requested by the C.O., conduct Holy Communion, baptismal or burial services. There is no objection to such secretaries performing the duties of chaplain generally in areas where there are no chaplains. (Bulletin No.46, page 32.)

A chaplain's corps has been organized and the appointment of one chaplain for each 1,000 men authorized. The Y.M.C.A. will continue its policy of doing its utmost in every way to further the work of the chaplains.

WORK WITH PRISONERS OF WAR

At proper times the Y.M.C.A. will be authorized to establish and operate huts in Prisoners' of War Depots to the end that prisoners shall be treated humanely and considerately in full compliance with the intent and spirit of the Geneva Convention and the Hague Conference. (Letter from C-in-C. to Chief, Y.M.C.A., dated February 25, 1918, page 32.)

TRANSPORT SECRETARIES

The Y.M.C.A. is authorized to attach two secretaries to each transport. (General Orders, G. H. Q., No. 906-R, page 32.)

ATHLETIC DIRECTORS

Athletic Directors are assigned to the field by the Division of Athletics and their work is directed in a general way by the same authority in cooperation with the Divisional Secretary in the area to which the assignment has been made. They are responsible to Divisional Secretaries in matters of general organization, but they can not be reassigned nor can the character of their work be changed without the approval of the Division of Athletics. (Bulletin No. 71, page 33.)

AUTOMOBILE DRIVERS

In case of collision with French vehicles, or in case of other accident causing injury, the driver must immediately make a full and complete report on forms furnished for the purpose. (General Orders, G.H.Q., No 11, page 54.)

General rules designed to save gasoline have been promulgated and are embodied in General Orders No. 19, G.H.Q. page 55.

WOMEN WORKERS

Whenever a Division is moving to the front women should be used at brigade headquarters but not further forward. No woman should be used under shell fire without the full and cordial approval of the Commanding Officer in charge. No woman who is not physically and nervously sound shall be sent forward or be under shell fire. No woman of whose ability to obey orders implicitly and immediately there is any doubt, shall be sent forward. (Bulletin No. 74, page 33.)

FREE MEDICAL AND HOSPITAL ATTENDANCE

The members of the Y.M.C.A. on duty with the A.E.F. are entitled to medical and hospital attendance from the Army. (General Orders, G.H.Q., No. 61, page 51.) (General Orders G. H.Q., 53 page 57.)

DEATH OR SERIOUS ILLNESS OF SECRETARIES

Divisional, Camp and Unit Secretaries shall, in case of death, serious illness, or serious accident among secretaries notify, by wire, Director of Personnel Division in Paris. Full information should be given, thus enabling Paris Headquarters to send full information to families in America. In case of death see to it that the effects of deceased secretaries are forwarded to the Personnel Division, at Paris. (Bulletin, No. 55 and Bulletin No. 55 A, pages 31 and 35.) For telegraphic Code, see Bulletin No. 46, published in R.T.O. August 10, 1918.

Each Divisional Secretary should designate some one in his office to prepare such data as is needed for the reports, forwarding the reports promptly, and to be generally responsible for this work. Please advise the Personnel Division in Paris of the name of the person in your office designated. (Bulletin No. 55 A, page 35.)

LETTERS OF CONDOLENCE AND REPORTS OF BURIALS

The questions that naturally arise regarding preparation, censoring and forwarding letters of condolence and reports of burials are covered in General Orders No. 89, G.H.Q. (page 58.)

ARMY STATISTICAL DIVISIONS

A Statistical Division is established and maintained by the military authorities which may be of service to Y.M.C.A. members of the A.E.F. (General Orders, G.H.Q., No. 100. page 58.)

RENTING, REQUISITION and CLAIMS SERVICE

A department known as The Renting, Requisition and Claims Service, by military authority from the A.E.F. and under the direct supervision of the C.Q., S.O.S., has been established. A copy of General Order No. 50 giving details is inserted on page 56 for the use of Y.M.C.A. members.

MAIL AND OTHER MEANS OF COMMUNICATING INFORMATION

Unless required to do so in the performance of duty members of the A.E.F. are forbidden to carry on their persons or in their kits any orders, maps or other papers which may be of value to the enemy. Private papers bearing military address are included in this prohibition.

Likewise they are forbidden to transmit by mail, telegram or in any other manner information of any kind that might be of value to the enemy. This prohibition includes wrappings on parcels, private diaries and all other means of communicating facts or statements. (The question of what constitutes dangerous information as well as rules of censorship and similar important questions are set forth in G. O. No. 13, G.H.Q., page 41.)

POSTAL Y. M.C.A. REGULATIONS

FIRST CLASS MAIL.

Recently the handling of mail for members of and those connected with the A.E.F. has been turned over from the American Postal Service to the Army and is now handled under what is known as the Military Postal Express Service.

Please note carefully and observe the following censorship regulations :—

1. Letters must never be posted in a Civil Post Office when in areas served by the Military Postal Express Service. This regulation applies to workers in Paris.
2. When available always use Army Post Office number in preference to name of place. Never use both the A.P.O. number and the name of the place.
3. All letters should remain unsealed until censored.
4. Never post letters through Army Post Offices with French stamps.
5. It is never necessary to use stamps on first class mail matter to officers or enlisted men.
6. On letters to Amer. and Engl. use : 3 cents Amer. stamp
 On letters to Foreign countries
 except America and England . . . 5 " " "
 On post cards to America . . . 2 " " "
 — France. . . . 2 " " "

NOTE. — Letters may be posted in Paris to points about the city or sent by Pneumatique in which case French stamps may be used. This is a special privilege and does not hold outside the city.

PACKAGES.

The following statement is authorized by the War Department :—

"Every effort is being made by the War Department to reduce the quantity of unnecessary parcels sent to American soldiers in France by relatives and friends. The Adjutant General's office gives notice that it will no longer pass upon requests for shipment of parcels which have not been approved in the required manner by the military authorities in France.

Hereafter no exceptions will be made to the rule that parcels when presented to post offices, express companies, or freight stations for shipment must be accompanied by a written request from the soldier approved by a major or higher commanding officer. Persons connected with the Y.M.C.A., the Red Cross, or other organizations in France

must make a request for articles in a similar manner, the approval of an *executive officer* of the organization being necessary in such case."

Written requests for articles desired should be addressed Y.M.C.A. Mailing Dept. 12, rue d'Aguesseau, Paris. These will be submitted to an executive officer weekly and upon his approval returned to the sender to be enclosed in a letter to the States. Only articles of absolute necessity will be passed upon.

PRINTED MATTER.

The restrictions governing the shipment of parcels do not apply to newspapers and magazines. These can be mailed without any request from the intended recipient and without military approval.

MAILING CHRISTMAS CARDS AND POST CARDS

Christmas cards and post cards distributed by the Y.M.C.A. may be sent through the mails to the United States, but not to neutral or Allied countries, subject to the usual censorship. (General Orders, G.H.Q., No. 58, page 50.)

CARRYING LETTERS TO THE UNITED STATES

No person is permitted to carry letters written by anyone in France to the United States. Such letters must be sent by mail and be passed by the censor. Persons carrying such letters are subject to search. (General Orders, No. 58, page 57.)

URGE SOLDIERS TO WRITE HOME

It is desirable, for the sake of the parents, that all soldiers keep in close touch with home, and they should be urged to write, wherever practicable, at least once a week. See page 55.

ABBREVIATION

On account of the similarity between the abbreviation "A.E.F." and the abbreviations used by our Allies, mail posted in France and in England has frequently been mis-sent. It is therefore ordered that all members of the American Expeditionary Forces in addressing mail to units and individuals of the American Expeditionary Forces use the abbreviation "American E.F." See page 56.

INDISCREET TALKING

Members of the Y.M.C.A. as well as other members of the A.E.F. are ordered, under penalty of imprisonment after conviction by court martial, to refrain from discussing in hotels, restaurants and other public places, military matters of any description whatsoever, except in the transaction of official military business. It is important that this order be strictly observed for the reason that valuable information may be given away unconsciously to enemy agents and the results will be most serious in the conduct of operations and may cause the loss of many valuable lives. C. G., S.O.S., to E. C. Carter, Chief, Y.M.C.A., A.E.F.. March 2, 1918, page 35.)

It is highly desirable that all the workers who wear the Red Triangle should be imbued with a spirit of loyalty and take a just pride in the accomplishments of the organization.

A careful reading of that part of General Orders, No. 59, printed on page 50 is recommended.

TAKING PHOTOGRAPHS

Secretaries must not take photographs in France. Violation of this order means instant dismissal from the service and punishment by the military authorities. Cameras and films belonging to secretaries should be left in Paris in storage or returned to the United States. See page 35.

TRANSMITTING SOLDIERS' MONEY

Secretaries shall conduct all financial transactions involving the transmission of money by mail or cable through Headquarters in Paris. Do not attempt to attend to such matters through bank or telegraph companies directly. Be sure that the soldiers do not get the impression that we send their remittances by cable as we merely credit New-York Headquarters and they remit a New-York draft to the payee. Proper blanks will be furnished on application. See page 36.

LEAVES OF ABSENCE AND FURLOUNDS

The rules governing furloughs and leaves of absence for soldiers, interests Y.M.C.A. workers in respect to plans for carrying on work in leave areas. The handling of men on leave is carried out by the C.G., S.O.S. through the Provost Marshall General. Officers and men of the A.E.F. in good standing may be granted one leave of seven days every four months, time of travel to and from destination in France not included. See General Orders No. 6, page 53.

Members of the A.E.F. may be sent to Leave Areas on a date Status, when board and lodging will be paid by the Quartermaster.

NEGOTIATIONS WITH ARMY HEADQUARTERS

In each divisional area all negotiations with Army Headquarters should be undertaken by the Divisional Secretary or with his approval. He may designate certain members of the staff to make special negotiations, but as a general rule no one should approach the Commanding Officer officially without the Divisional Secretary's full approval. Headquarters Secretaries when visiting a divisional area should only approach a Commanding Officer in the company of or with the approval of the Divisional Secretary. (Bulletin No. 19, Y.M.C.A. Headquarters, page 36.)

UNIFORMS

Authorized officials of the Y.M.C.A. will be supplied with the regulation uniform for enlisted men, to be paid for by themselves. (Memorandum dated August 24, 1917, for the C.Q.M. by Adjutant-General, page 37.)

For further particulars regarding kind of uniform, etc. see letter by Mr. E. C. Carter to Adjutant-General, dated October 16, 1917, page 37.

Regulations regarding the wearing and kind of uniform has been approved. (See letter from Adjutant-General to Chief Secretary, American Y.M.C.A., dated November 7, 1917, page 37.)

GAS MASKS AND HELMETS

All troops, of whatsoever character, designated for duty in a divisional sector of the Advance Section or the Zone of the Armies will first be equipped with helmets and with gas masks, and thoroughly drilled in the use of the gas masks. (General Orders, S.O.S., No 2, page 53, also page 38.)

If assigned to the front or near it inquire at Personnel Division in Paris about place of obtaining this equipment.

FREE TRANSMISSION OF MESSAGES

The General Secretary and the Assistant General Secretary of each Division or Company is entitled when provided with a letter of authority from the Chief Secretary, to send official messages free of charge over government wires, subject to the exigencies of the service and to such rules and regulations as are from time to time promulgated. (Memorandum for C.S.O., February 23, 1918, page 38.)

TRANSPORTATION

Subject to reimbursement, railroad transportation may be furnished to duly authorized representatives of the A.E.F. Y.M.C.A. by the Quartermaster's Department. (Letter from E. C. Carter, Chief Secretary, A.E.F., Y.M.C.A., to Chief, A.S., G.S., G.H.Q., A.E.F. page 38.)

Authority is granted to the Y.M.C.A. to make application for transportation on army transports, and when available transportation will be authorized for members of the Y.M.C.A., A.E.F. staff on transports sailing from France. (Letter to G.H.Q. from S.O.S., April 19, 1918, and G.H.Q., A.E.F., G-1, to Chief, Y.M.C.A., April 22, 1918, page 39.)

MILITARY COURTESY

The importance of observing the simple rules of military courtesy, especially with regard to the use of the military salute, is emphasized in Bulletin No. 33 page 39. Full instructions are given and all members of the Y.M.C.A., A.E.F. are expected to be familiar with the rules and to observe them strictly. Page 39.

HUT CONSTRUCTION

No changes or alterations of huts under erection will be made without the distinct and specific authority in writing therefor from the Executive Committee of Paris Headquarters. (Letter of Chief Secretary dated March 7, 1918.) Page 40.

HEAT, LIGHT, WATER and TELEPHONE SERVICE

Requests from the Y.M.C.A. for heat, light, water and telephone service in buildings rented or occupied by the Y.M.C.A., and used exclusively by our forces, are approved

where installations can be made with due regard to available facilities. This approval shall not apply to any such buildings in which rooms are rented to officers, soldiers, or others, as quarters, or for any purposes whatsoever. Telephone service herein authorized may be furnished only when available by the Signal Corps, and expenditure of public funds is authorized for telephone rentals or tolls.

(Bulletin No. 4 page 40.)

See also Par. (c) General Order No. 2 (page 53.)

Special provision is made for the supply of drinking water for the Y.M.C.A. huts. (Page 40.)

EMPLOYMENT AND DISMISSAL OF WORKERS

Only the Headquarters Executive Committee in Paris has authority to employ workers who are to become regular militarized members of the A.E.F. Y.M.C.A. The approval of the Committee in writing on the recommendation of the Personnel Bureau is necessary to constitute any person a member of the A.E.F. Y.M.C.A. staff. No member of the staff may be dismissed except by authority of Executive Committee. (Page 41.)

Members of the staff who have been recruited in America cannot resign in France except to enter military service. Ordinarily a discharge does not go into effect until the person discharged arrives in America. (Bulletin No. 12, page 11.)

TRAVEL PERMITS

GENERAL RULES OF CIRCULATION

The following general rules are published for the benefit of all concerned. Because of the frequent changes in the regulations made necessary by new conditions, it is not possible to issue detailed instructions on this subject. In all cases of doubt the Movement Order Dept should be consulted, and will gladly furnish any information desired.

1. All militarized members of the Y.M.C.A. in France *must* carry at *all times* the identity card known as the Red Worker's Permit. Workers who do not hold this Permit are not entitled to wear the uniform of the American E.F.

2. This Worker's Permit is not of itself authority to travel. To go from his station to any other point in France the worker *must* have a Travel Permit (Ordre de Service) issued by the Provost Marshal. Special Passes are required for the French Zone and for the British Zone.

3. The above applies to travel by train, by automobile, or any other means of locomotion. For travel by automobile the worker must also have an automobile pass for the journey. The length of the journey, or time to be spent in making it, does not affect the rule in any way. The worker **MUST** have a Travel Permit to move.

4. On arrival at destination the worker *must* report to

the Provost Marshal and surrender his Travel Permit. This applies to every journey to or from Paris, or any other point in France. Workers are cautioned to carefully read and follow instructions on the back of their Travel Permits. In places where there is no Provost Marshall report to the commanding officer, and if compelled to leave a station where there is no Provost Marshal, do so only after obtaining *written permission* from the commanding officer, stating the emergency.

5. Workers who do not hold the Worker's Permit are known as civilian members, and cannot wear the American E.F. uniform. They travel on circulation papers procured from the French authorities.

6. Workers are reminded that they are at all times subject to the Articles of War and to trial by Court Martial for violations of the above or any other Army Regulations. Regional and Divisional Secretaries and Department Heads will cooperate to the fullest degree with U.S. Army officials in enforcing the rules and bringing offenders to justice.

IDENTIFICATION OF MEMBERS

The wearing of identification tags furnished by the Quartermaster's Corps must be observed by all members of the A.E.F. These are small aluminum tags and are used to identify the wearer. (General Orders, No. 21 and 30, pages 47 and 56.)

War Department, Washington.

May 9, 1917.

GENERAL ORDERS, No. 57.

II. — The following Order by the President, issued April 26, 1917, is published to the Army for the information and guidance of all concerned :

The Young Men's Christian Association has, in the present emergency, as under similar circumstances in the past, tendered its services for the benefit of enlisted men in both arms of the service. This organization is prepared by experience, approved methods, and assured resources to serve especially the troops in camp and field. It seems best for the interest of the service that it shall continue as a voluntary civilian organization ; however, the results obtained are so beneficial and bear such a direct relation to efficiency, inasmuch as the Association provision contributes to the happiness, content, and morale of the personnel, that in order to unify the civilian betterment activities in the Army and further the work of the organization that has demonstrated its ability to render a service desired by both officers and men, official recognition is hereby given the Young Men's Christian Association as a valuable adjunct and asset to the service. Officers are enjoined to render the fullest practicable assistance and co-operation in the maintenance and extension of the Association, both at permanent posts and stations, and in camps and field. To this end attention of officers is called to the precedent and policy already established in :

(1) An Act, approved May 31, 1902, giving authority to the Secretary of War to grant permission by revocable license for the erection and maintenance of Association buildings on military reservations for the promotion of the social, physical, intellectual, and moral welfare of enlisted men.

(2) An Act of Congress making appropriation for the Army for the fiscal year ending June 30, 1911, and referred to in General Orders, No. 54, War Department, 1910, wherein the furnishing of heat and light for the above mentioned buildings was authorized.

(3) General Orders, No. 39, War Department, 1914 (paragraph 80, Compilation of Orders, 1881-1915), wherein commanding officers were enjoined (a) to provide all proper facilities practicable to aid the Association ; (b) to assign suitable sites ; (c) to supply transportation for Association tentage and equipment ; (d) to care for and police Association tents and grounds ; (e) to accord accredited secretaries the privilege of the purchase of supplies from the Quartermaster's Department ; (f) to furnish where practicable, tentage and shelter.

(2586301 A-A. G. O.)

By order of the Secretary of War,
Official :

H. P. MCCAIN the *Adjutant-General*

Paris, July 11, 1917.

Major Grayson M. P. Murphy,
American Expeditionary Force Headquarters,
27, Rue de Constantine, Paris.

Dear Major Murphy:—

Enclosed is a copy of the statement regarding the field of the American Army and Navy Y.M.C.A. in Europe, a copy of which I think I showed you on Monday, but which I think I did not leave with you.

We would be grateful if you would lay it before General Pershing and Colonel Harbord, in order that they may be fully informed as to the scope of our work. You might indicate to them that we have every expectation of doing our work in Europe on a far larger scale, both quantitatively and qualitatively, than the work we did on the Border.

Sincerely yours,

E. C. CARTER.

STATEMENT REGARDING THE FIELD OF THE AMERICAN ARMY AND NAVY Y.M.C.A IN EUROPE

The Y.M.C.A., in its work for the American, British and Canadian Forces, has provided recreation for officers and men of both arms of the service in training camps, on transports, at the ports, at transfer and halting stations, at bases, at railheads, in billets, rest camps, and dugouts at the front.

It has established clubs, cafés, hostels and information bureaux. It has carried on lectures, educational classes, movies, musical and theatrical entertainments, outdoor and indoor athletic. It has established libraries, reading-rooms, cafés for light refreshments, and counters for the sale of tobacco, candy, etc. At the time of the great offensive, hot drinks have been distributed free. The regular religious activities of the Y.M.C.A. have been conducted.

For men on leave, both in France and the United Kingdom, hostels and clubs have been provided and arrangements made for meeting trains.

The Y.M.C.A. has provided the necessary motor transport, guides and hostels to enable the relatives of dangerously wounded men to visit them in hospital.

Wherever clubs or hostels for nurses or other women war workers are required, the Y.M.C.A., with the assistance of experts provided by the Y.M.C.A., will make the necessary provision.

In view of the serious menace of prostitution to the physical life and general morale of fighting men — a menace to the successful prosecution of the war, and to the whole life of the nation after the war — the Y.M.C.A. will concentrate its efforts against this evil, with every possible form of direct and indirect attack.

The International Committee in New-York have cabled their full approval of the American Y.M.C.A. in France undertaking recreative work on a large scale for the French Army.

The representatives of the Y.M.C.A. are awaiting word from General Pershing as to whether he would like the Y.M.C.A. to consider maintaining the full Canteen or Post Exchange work for the American Forces in Europe.

July 3, 1917.

Paris, July 16, 1917.

Mr. E. C. Carter,
Secretary, American Army & Navy Y.M.C.A.,
31, Avenue Montaigne, Paris.

My dear Mr. Carter:—

Your memorandum of July 9 has been placed before me by Major Murphy. I have carefully considered the different headings, and heartily approve the program.

I wish to congratulate you upon the energy with which you have taken hold of Y.M.C.A. work in connection with our forces.

I should be glad to run over the program a little more in detail, at your convenience if you can find time to call upon me at my headquarters.

Yours very sincerely,

John J. PERSHING.

Navy Department, Washington.

July 26, 1917.

GENERAL ORDERS, No. 313.

1. The Young Men's Christian Association, in addition to its large service to enlisted men during times of peace, has greatly increased its facilities and efforts during the present need represented by the increased forces in the Navy and Marine Corps, and the calling of the Naval Reserve and Naval Militia. This organization is prepared by experience, approved methods, and assured resources to serve our enlisted men. The results obtained by this voluntary civilian organization are so beneficial and bear such a direct relationship to efficiency, inasmuch as the Association provision contributes to the happiness, content and morale of the personnel, that in order to unify the civilian betterment activities in the Navy and further the work of the organization that has demonstrated its ability to render a service desired by both officers and men, cordial recognition is hereby given the Young Men's Christian Association as a valuable adjunct and asset to the service.

2. Officers are urged to render the fullest practicable assistance and co-operation in the maintenance and extension of the Association at the regular Navy yards and stations, and at such other stations as may be established on either a temporary or permanent basis. To this end it is desired that officers, ashore and afloat, extend all possible consideration to accredited representatives of the Association. This should include:—

(1) Authorization by commandants for the erection of buildings at the various Navy yards and stations in accordance with instructions already issued, and the provision of heat and light for said buildings.

(2) Co-operation in facilitating accredited representatives in their access to Navy yards and stations and to ships and temporary camps.

(3) The granting of commissary privileges where practicable.

(4) Furnishing where practicable tentage for shelter when in temporary camps.

(5) Transportation on naval craft, when necessary, of accessories and supplies.

Office Vice-Admiral Commanding
U.S. Destroyer Forces, European Waters.
London, June 12, 1917.

Dear Sir:—

I take great pleasure in expressing my appreciation and the appreciation of the Forces under my command for your cordial letter of June 7, in which you tender the services of your Association for any recreational service for the men of our Forces.

I have heard from the American Naval Attaché in Paris of the fine work you are doing in providing recreational huts for our men in France, and I sincerely thank you for this and for the good work you are doing in providing a hut in London for visiting American sailors and soldiers.]

If there are any further projects for building recreational huts for the men of the Navy in this country, I will communicate with you.

The work you have done and are doing for the men of the Army and Navy in all the Allied countries deserves the highest praise.

Yours very truly,

Wm. S. Sims,
Vice-Admiral U.S.N

Paris, August 14, 1917.

To: The Commander-in-Chief of the Armies of the North and the North-East.
From: The Commander-in-Chief of the American Expeditionary Forces.

In reference to the good work accomplished by the American Red Cross and the Y.M.C.A. (Young Men's Christian Association) in the zone of the armies, I have the honour to call your attention to the fact that these organizations are now militarized and are under the control and supervision of the American military authorities.

In consequence, I believe that it will be beneficial if the military character of the representatives of these organizations is recognized when they work in the zone of the armies.

Office of the Adjutant-General,
Paris, France.

July 28, 1917.

Memorandum for the Secretary, Y.M.C.A.

From: The Adjutant-General, American Expeditionary Forces.
Subject: Y.M.C.A. Agents in the Zone of the Armies.

1. With reference to orders from these Headquarters governing the movements of your agents in the zone of the armies, your attention is invited to the grave responsibilities resting upon your organization in regard to the selection of your personnel which work in the zone of the armies.

2. This personnel should not only be selected with the greatest care, but should be thoroughly instructed in regulations and orders governing military personnel in the zone of the armies.

3. They should thoroughly understand that they are now considered as military men and are, consequently, subject to all the rules, regulations and orders which apply to soldiers in the zone of the armies.

Judge Advocate's Office,
France, January 29, 1918.

Memorandum to the Chief, Administration Section, General Staff.
Subject: Disciplinary Jurisdiction of Red Cross Members.

1. Among the persons declared by the first Article of War to be subject to military law are "all persons accompanying or serving with the Armies of the United States.... though not otherwise subject to these articles." Construing this article, this office has advised that all persons accompanying or serving with our Armies in France are subject to the disciplinary provisions of the Articles of War and to trial by courts-martial for infractions thereof. This opinion was given with special reference to Red Cross members.

The first Article of War is a statutory expression of the laws and customs of war.

By an exchange of notes dated respectively January 3 and January 14, 1918, the United States and France have agreed to recognize the exclusive jurisdiction of the military tribunals of each "with regard to persons subject to the jurisdiction of those forces, whatever be the territory in which they operate or the nationality of the accused." The Department of State, in a message to our Ambassador in Paris, January 23, said:

The military character of the representatives of the Y.M.C.A. with the American Expeditionary Forces, when they work in the zone of the armies, has been recognized, Letter from the Commander-in-Chief of the A.E.F., dated Aug. 14, 1917.)

All secretaries and agents of the Y.M.C.A. with the A.E.F. are *militarized*, which means that they are *subject to all the rules, regulations and orders which apply to soldiers in the zone of the armies* (Letter of Adjutant-General Alvord, July 20, 1917.)

"The word 'persons' as used in this agreement designates, together with the persons enrolled in the Army, Navy, or Marine Corps, any other person who, under the American or French law, is subject to military or naval jurisdiction, especially members of the Red Cross regularly accepted by the Government of the United States of America or the Government of the French Republic, in so far as the American or French law and the customs of war place them under military or naval jurisdiction."

3. The situation is the same with respect to members of the Y.M.C.A.

4. In accordance with your request, I have prepared the attached telegrams to the Commanding Generals of the First Corps and the Line of Communications.

Judge Advocate's Office,

June 23, 1918.

Memorandum

"It is true that captured soldiers incur no liability to be executed by reason of having participated in combatant service. The same is true of those captured Y.M.C.A. workers who have pursued exclusively their appropriate work. If Y.M.C.A. workers or other civilians should engage in actual combat they would subject themselves to the danger of being executed. The principle is simply that only soldiers have the right to engage in warfare."

November 12, 1917.

To : Agwar, Washington.
(Paragraph 9).

For the Chief of Staff, with reference to paragraph 2 your cablegram 314 and paragraph 7 my cablegram 27, desire to amplify statement therein made. Y.M.C.A. was authorized to establish exchanges at all practicable troop stations of Expeditionary Forces, and instructions were issued prohibiting the establishment of other post exchanges where those of the Y.M.C.A. exist. In view of conditions here requiring extensive organizations capable of centralizing all purchases of supplies, procurement of material from the United States, conclusion was reached this exchange work could be best handled by Y.M.C.A. In view of foregoing request that co-operation between Y.M.C.A. and Post Exchange Bureau, Washington, be authorized and every assistance possible be promptly furnished Y.M.C.A. here.

PERSHING.

H. Q. AM.E.F., Nov. 13, 1917.

Extract to Mr. E. C. Carter,

Secretary, Army and Navy Y.M.C.A.

DIVISION OF WORK WITH RED CROSS

A.E.F. — Y.M.C.A.

BULLETIN No. 76.

12, Rue d'Aguesseau, Paris.

June 27, 1918.

From : E. C. Carter Chief Secretary Y.M.C.A.

To : Regional and Divisional Secretaries & Heads of Departments.

Subject : Statement with reference to the work of the Red Cross and the Y.M.C.A.

In the organization of the American E.F., the American Red Cross and the Young Men's Christian Association have had a definite work committed to each. A liaison Committee has been formed by these organizations for the purpose of making their service to the armies and the peoples of the allies more effective by avoiding all possible friction in their operations. It is the intention of the two organizations that this committee shall keep informed as to the activities of both and that it shall finally determine all specific cases where any question arises as to which organization shall render necessary service at a particular place. In addition the Committee will foster a realization by the representatives of each of the service each is rendering, and maintain a spirit of cordial relationship between the organizations.

This committee consists of two representatives of the Red Cross, Robert E. Olds and John T. Pratt, and two representatives of the Y.M.C.A., Franklin S. Edmonds and A.M. Harris. This committee has agreed upon the following statement of work and this outline has been duly approved by the Executive authorities of both organizations.

1. WITH REFERENCE TO HOSPITAL HUTS:

That the Y.M.C.A. shall withdraw from all hospitals, turning over to the A.R.C. all huts now being operated at such points, as the latter signifies its readiness to take them over; but the Y.M.C.A. will, upon request of the A.R.C., furnish its entire program of activities at hospital points, so far as practicable.

2. WITH REFERENCE TO CANTEEN SERVICE:

That the A.R.C. will furnish regular canteen service on all railway lines of communication for soldiers in transit, and emergency canteen service for troops in transit, (not however, including front-line canteen service), and the A.R.C. will furnish such canteen service as may be reasonably necessary in connection with ambulance service at the front but that all other canteen service for the American soldiers shall be furnished by the Y.M.C.A. (Except at where the present arrangement is to continue.)

3. THAT A PERMANENT LIAISON COMMITTEE be constituted, consisting of the two representatives of the A.R.C. and the two representatives of the Y.M.C.A.

4. THAT THE A.R.C. HAS PLANNED to construct and equip (but not to operate certain rest rooms for officers of the air service in the advance zone. It is understood that in the future every specific case shall be brought before the Liaison Committee.

The agreement with reference to hospital huts applies to all huts which may be opened in the future. With reference to those which have been operated by the Y.M.C.A. it has been agreed that no change shall be made in the present situation prior to November 1, 1918, so that the Y.M.C.A. will have charge of all activities for the summer of 1918.

Robert E. Olds, John T. Pratt, *Representing the A.R.C.*

Franklin S. Edmonds, A. M. Harris, *Representing the Y.M.C.A.*

From the above agreement you will notice that the Y.M.C.A. will not withdraw from its work in the hospital huts or any other field hospital point, where it is now at work until it has received notice from the Red Cross that the latter is ready to take over this work, and this notice will be sent to our headquarters, 12, rue d'Aguesseau; also that the Y.M.C.A. will cooperate with the A.R.C. in keeping its program of activities at the various hospital huts.

In accordance with the spirit of cooperation between these great organizations which has actuated the executive committee in making this agreement, it is suggested that in the future whenever there seems to be an overlapping of activities in these organizations, that it be reported at once to the Liaison Committee so that a course of action may be worked out which will promote a maximum of service without friction.

FRANCO-AMERICAN RELATIONSHIPS

BULLETIN No. 48.

1. In several of the areas and camps occupied by the American Expeditionary Forces in France educated French Officers and interpreters of the French Army are available, as are also workers in the Foyer du Soldat, for illuminating address on French history customs and character. It is suggested that these be used wherever possible.

2. Where French troops are located adjacent to American camps, arrangements can be made for an occasional French night in our billings, at which time our men would be hosts, entertaining the French soldiers as their guests. At another time at disposal of the poilus, who upon such an occasion would themselves be the hosts.

3. International athletic contests, field days, etc. between our troops and the French may well be promoted as frequently as is possible. The French soldiers are accustomed to Soccer football and take quickly to Volley ball, Basket ball, and other American games.

4. See that your associates are made thoroughly familiar with the report of the Special Committee adopted at our Camp and Divisional Secretaries' Conference, held in Paris March 2 and 3, 1918, copy of which is attached herewith.

5. The report of the Special Committee is not intended to cover fully the situation in the more advanced position where a special arrangement for interchange of service has been agreed upon between the Paris headquarters of the A.E.F., Y.M.O.A. and the headquarters of the Foyer du Soldat. Copy of this agreement is in the hands of Divisional Secretaries operating in or near Front Line Position.

E. O. CARTER.

BULLETIN No. 87.

TO CAMP, DIVISIONAL, AND DEPARTMENTAL HEADS:
Dear Fellow Secretaries

I am sending you herewith an understanding between the "Foyer du Soldat" and the "Y.M.C.A."

Yours sincerely,

E. O. CARTER,
Chief Secretary Y.M.C.A.

UNDERSTANDING BETWEEN THE FOYER DU SOLDAT
UNION FRANCO-AMÉRICAINNE AND THE YOUNG MEN'S CHRISTIAN ASSOCIATION

In order to strengthen the ties which unite the two branches of the Y.M.O.A. working one for the American troops, under the name of the American Y.M.C.A. and the other for the French troops under the name of the Foyer du Soldat, Union Franco-Américaine, and in order to coordinate their activities in all places where united effort seems necessary or desirable without in any way interfering with the autonomy of the administration or organization of either branch, the following rules are hereby agreed upon:

I. MOVEMENT OF TROOPS IN CENTRES WHERE THE FOYER DU SOLDAT
OR THE AMERICAN Y.M.O.A. HAS BEEN ESTABLISHED.

In case of the replacement of American troops in a certain sector by French troops or vice-versa, the following rules should be observed:

1. The local occupied and directed by the representatives of the outgoing organization shall be transferred to the incoming organization on the same terms as the former were using it. If it is a question of a place which is being rented, the lease or rental will be taken by the incoming organization on such terms and on such conditions as appear, after conference, to be to the outgoing organization, the use of the hut will be transferred free of charge to the incoming organization.

2. In the same way the furniture, consisting of tables, benches and the heating and lighting apparatus, the use of the same will be transferred to the incoming organization free of charge; an inventory shall be taken by both the incoming and outgoing secretary at the time of retransfer, replacement of shortage should be made subject to reasonable wear and tear.

3. All other furnishings, such as piano, gramophone, cinema, games, books, etc., may be taken away by the outgoing organization.

4. A secretary or director of the outgoing organization should remain in the barrack and assure the opening and establishing of the place for the incoming troops until a representative of the incoming organization shall have arrived and begun work.

The only exception to this rule would be in cases where troops of the other nationality are not coming to occupy the camp immediately in which case the Regional Director of the incoming organization should be notified at least one week before the secretaries or directors of the outgoing organization leave the local.

INHABITED BY TROOPS OF THE TWO COUNTRIES

If there are enough French and American troops to justify the existence of separate work for the two nationalities, it is recommended that both an American Y.M.C.A. and a Foyer du Soldat be established in the same camp. If, on account of the small number of troops, or if for any reason, it is not desirable or possible to have more than one local for French and American troops together or if the work has already been undertaken by one of the organizations the following rules ought to be observed :

1. The organization which commenced the work shall continue it and shall remain in entire charge of its administration and direction :
2. The soldiers of the two countries shall be received on the same basis and shall have the same privileges, the rules applying equally to both nationalities.
3. If neither organization has established its work in a camp or cantonnement where there are both French and American troops and where it does not seem advisable or possible for the work of both the Y.M.C.A. and the Foyer du Soldat to be established, the two organizations shall decide through their Regional Directors and in the light of local needs and conditions which organization shall establish the common in its given center.
4. Any case of disagreement between Regional Directors of Foyer du Soldat and American Y.M.C.A. should be referred to the Headquarters of the two organizations, for decision.

III. CANTEENS

In places where a Foyer du Soldat has been established and where there are both French and American troops who use the hut all commodities sold in the canteens will be sold on exactly the same terms to both French and American soldiers. Except in the Division d'Etat in the Zone of the Armies where an American Y.M.C.A. hut has been established and where there are French and American soldiers who use the hut all commodities may be sold to French as well as to American soldiers provided there are no French Army Co-opératives or French civilian restaurants or shops in the area. This arrangement is made on the supposition that the quantities of commodities purchased by the Americans in the French Foyer will about equalize that sold to the French in the American huts. A notice in both French and English should be prepared to display in all of the huts indicating that this arrangement is only possible in huts very near the Front.

IV. AMERICAN DIRECTORS OF THE FOYERS DU SOLDAT

All American Y.M.C.A. secretaries working in the Foyer du Soldat for the French Army shall be responsible exclusively to the Direction Centrale des Foyers du Soldat, Union Franco-Américaine. They must conform to all the rules of the Foyer du Soldat and of the French military authorities concerning the directors of the Foyer du Soldat, Union Franco-Américaine. They shall receive their salaries or expenses from the Foyer du Soldat, Union Franco-Américaine. They cannot be transferred to the American Y.M.C.A. before the expiration of their time of service, except after an understanding between the two organizations. In case of transfer, the orders of change shall be given by the Foyer du Soldat, Union Franco-Américaine, and all proposals of change must be made only to the Direction Centrale of the Foyer du Soldat, Union Franco-Américaine.

V. MUTUAL CONFERENCES

In order to maintain the closest contact and the most complete mutual understanding between the two organizations, it has been decided that

- (1) A conference between the representatives of the Central Direction of the two organizations will take place at as regular intervals as possible, in principle, once a month, the first Tuesday of the month.
- (2) Representatives of each organization will be invited as guests to the conference of the Regional Directors of the other organization.

There seems to be some misunderstanding regarding the financing, and financial operations of the Post Exchange and Canteen Departments of the Y.M.C.A. work with the American Army in France.

Under Paragraph 3 of General Orders No 33, the Y.M.C.A. was granted authority to establish exchanges for the American troops in France, to be operated, in so far as possible, along the lines of the Army Post Exchanges whose place they intend to fill. In the Adjutant-General's letter of September 29, 1917, to C.G.L.O.C., it is further pointed out that the Y.M.C.A. Authorities are responsible for the financial operations of the Exchanges, and will take all proper steps to see that they are properly managed and inspected. The Y.M.C.A. authorities have agreed to expend any profits accruing from the Exchanges, entirely for the benefit and amusement of the soldiers. Paragraph 4 of said letter reads as follow:—

"Inasmuch as this exchange Service has been entirely voluntary and as the principal object of the Y.M.C.A. is to minister to the needs of our soldiers, it is not believed that any regulations are necessary which would fix the percentage of profits. The history and reputation of the Y.M.C.A. are sufficient guarantees against any unreasonable conduct of the Exchanges. Sales will be made at a slight advance over cost price plus cost of operation of the Exchanges."

From the above you will understand the operations of the Post Exchanges by the Y.M.C.A. while an integral part of the service which the Association is endeavoring to render to the A.E.F. in France are to be conducted on a businesslike basis. The War Work Council of the Y.M.C.A. decided that these Exchanges must be self-supporting, and that none of the general funds subscribed by the public for the Association's activities in France could be used to make up for any deficit which might occur. To enable the Post Exchange to commence operations, it was necessary that it have a working capital. This was provided by the War Work Council in the form of a loan which must be paid back at the end of the war, and upon which the current bank rate of interests is charged. It further decided that the Post Exchange should be permitted to use the Y.M.C.A. HUTS and abris, and that no charge should be made for the services rendered by the Y.M.C.A. secretaries. However, for the Post Exchange to be self-supporting, it is necessary that it include in the selling prices of all commodities sold, the cost of the merchandise, plus ocean freight, insurance, receiving, storage, and delivering expenses in France, plus an item to cover losses due to shrinkage, waste, damaged goods, etc. It is the aim of the Post Exchange Department to keep its selling prices as near the American equivalent as possible. To accomplish this, it is indispensable that all secretaries or employees of the Y.M.C.A. in France realise that no commodities can be given away or used for personal consumption without either seriously increasing the average cost, thereby necessitating a corresponding increase in selling prices, or else placing the Association in the unfortunate position of having to meet an important deficit.

For the Post Exchange to render its maximum service at a minimum cost, we rely upon all heads of departments and secretaries in the field exercising the strictest economy in expenditures, and eliminating losses through shrinkage, of stocks due to carelessness in the handling of broken packages and use of supplies for personal consumption. All commodities taken from stock or from the sales counter, including hot and cold drinks, sandwiches, etc., whether for the use of the secretaries or for that of visitors, must be paid for in cash and a strict accounting kept.

The operation of the Post Exchange before the end of this year will probably extend over 1,000 different points. This means a chain of stores, the like of which no single firm or corporation has ever undertaken. Our success and freedom from criticism, as well as yours, depends entirely upon the businesslike manner in which these Post Exchanges are operated, and care with which our staff at headquarters and in the field carries out the instructions which will be issued from time to time. Our reputation for efficiency is at stake. The soldiers will judge us upon the kind and cost of our service. We rely upon each and every member of our staff in France to assist us by suggestions, constructive criticisms, but still more by handling the Post Exchanges and canteens in the same businesslike manner as though it were a private business undertaking.

American Army and Navy Y.M.C.A.
31, Avenue Montaigne, Paris

August 23, 1917.

To: Adjutant-General, American Expeditionary Forces.
From: E. C. Carter, Chief Secretary, Y.M.C.A.

Subject: Establishment of Canteens.

1. In reply to your communication of August 20 inquiring whether the Y.M.C.A. would undertake the establishment of canteens, I write to say that after conference with the coordination Section of the General Staff, we are to say that we will gladly undertake this responsibility.

E. C. CARTER,
Chief Secretary Y.M.C.A.

Hq., A.E.F., Paris, France, August 20, 1917.

To: Mr. E. C. Carter, Representative of the Y.M.C.A. in France.

1. In conformance with your letter to Col. Alvord of June 21, 1917, the foregoing paper is referred to you in connection with your welfare work for the U.S. soldiers in France. The establishment of canteens such as the Inspector-General herein describes, is one of the measures that will contribute largely to the contentment and comfort of the soldiers.

2. The Commanding General does not approve of the establishment of canteens by the organizations themselves, if possible to avoid it, because it will take officers and men away from their proper function of training and fighting, but will be glad to have them established by the Y.M.C.A.

3. These canteens will not be a source of expense to the Y.M.C.A. funds, but, on the other hand, could, while selling articles at a lower cost than obtainable elsewhere, still make a small profit, which would be available for investment in your other recreation and amusement features which involve expense and bring no return.

4. In connection with this same subject is the establishment of automobile canteens, which are small, movable stores, to supply the soldiers' wants at places where permanent establishments cannot be started. The French are believed to handle these through contractors, supervising the cost of articles, location of vehicles, etc.

5. The Y.M.C.A. could make permanent arrangements for canteens, say at points like when no organization canteen could be established as no troops stay there a long time, but move on and are replaced by others.

6. The Commanding General desires an expression of your opinion as to the feasibility of your organization handling the canteens and an estimate of what you can do, and when results might be expected.

7. The conditions under which you offered to establish canteens in your letter of June 21, above referred to, can apparently be agreed to in principle; but after you have more fully considered the proposition, you should confer with the Co-ordination Section of the General Staff, and make your conditions and decisions more in detail.

EDUCATIONAL ACTIVITIES

November 22, 1917.

From: Adjutant General, A.E.F.

To: Mr. E. C. Carter, Chief Secretary, Y.M.C.A. Paris.

SUBJECT: EXCHANGE OF SPEAKERS WITH THE FRENCH.

1. Referring to your letter dated October 29, the Commander-in-Chief directs me to state that the exchange of speakers referred to in your letter, if carried out with proper discretion, will be beneficial to both services.

2. The matter of passes for the speakers must be arranged through the Permit Office in Paris.

3. The Y.M.C.A. must be held responsible that the subject matter of addresses by the speakers is in accord with the general provisions of censorship, as indicated in letter of November 12 from this office.

A.S.G.S.

December 8, 1917.

From: C-in-C., A.S.G.S.

To: Chief, Y.M.C.A.

SUBJECT: BRITISH SPEAKERS TO LECTURE IN AMERICAN Y.M.C.A. HUTS.

1. Reference to your letter of November 27, in which you state that some of the most thoughtful of the British Y.M.C.A. in France are urging you to send some of your best American lecturers to speak to British troops, in order to strengthen the mutual interest between the two countries and in turn the British to send great British personalities the type of Lord Bryce, to talk in American Y.M.C.A. Huts.

2. The suggested plan meets with the approval of the Commander-in-Chief, and you are authorized to make the necessary arrangements.

To : Chief, Y.M.C.A.

SUBJECT : OUTLINE BY ANSON PHELPS STOKES OF PROPOSED EDUCATIONAL WORK.

1. I am directed by the C.-in-C. to acknowledge receipt of the extremely interesting project prepared by Mr. Anson Phelps Stokes. The C.-in-C. is interested in this matter and is very much pleased with the comprehensive report which Mr. Stokes has submitted, in which he outlines the objects of this educational project.

2. The C.-in-C. approves the project in principle, and has directed that proper facilities be given for this work throughout this Command. As 'already' telegraphed the only important change that will have to be made in the project will be by transferring the functions that he has assigned to the Educational Director of each Div. to an agency of the Y.M.C.A. This is necessary as military reasons make it a paramount necessity to restrict all operations at Div. Headquarters to those exclusively connected with combat.

MOVING PICTURE SERVICE

BULLETIN No. 79.

July 9, 1918.

From : Chief Secretary Y.M.C.A.

To : Divisional Secretaries and Heads of Departments.

SUBJECT : MOTION PICTURE SERVICE.

Here are five of many important ways in which Divisional and other secretaries having to do with motion pictures can aid in making more effective this most vitally important part of our work.

(1) Motion Pictures are certainly one of our most popular forms of activity. The number of showings exceed or at least equals the number of all other gatherings in association buildings. The aggregate attendance for motion pictures exceeds the attendance for every thing else together. Moreover the motion picture, with its tremendous psychological efficiency, reaches the minds and hearts of the men in a most compelling fashion. In view of these facts it is the earnest wish of the executive and of the Community Motion Picture Bureau that Divisional secretaries take the Motion Picture enterprise most seriously and give to it their own thought and attention. The Bureau has asked that certain reports, in the forms long ago adopted as standard in the United States be made as to the effect of the pictures upon the men, the attendance, and so forth. In order to make this vast work intelligent, and to guide in the future selection of pictures, to help the Publicity Departments in Paris and New-York, and to aid in securing that precision which is so essential, these statements must be made out promptly and completely. Moreover they must reflect the point of view of the Association itself. Do not turn over this most important task to your French operator, or to the youngest secretary newly arrived from America.

(2) Without precision there will be no real motion picture service. The mechanism of distribution is complicated. Please have your films ready on time for the messenger or chauffeur.

(3) Please co-operate with the Bureau's supervisors in the ways outlined in Mr Forster's Bulletin of May 25th, issued with my hearty approval.

(4) Through your Regional Secretary, please send the Bureau definite statements in advance of your needs for machines and service. The quotas established by the Executive Committee entitle each division to 16 standard projecting machines, 6 ensueigement machines, 12 stereopticons and 8 independent lighting units. Of course if you cannot use this equipment advantageously you will not receive it. Because of failure of material duly shipped from New York to arrive, these quotas cannot be realized now, but an early appreciation of your needs will help, in their speedy fulfillment.

(5) Please take care of the films and apparatus. They represent a tremendous investment. Carelessness has cost the Association tens of thousands of dollars.

It is interesting to note that the other Young Men's Christian Associations serving the allied armies desire to share in the benefits of the Community Motion Picture Bureau Service. The Canadian, Australian and New Zealand Associations, after observing the Bureau's service in France and America, and remembering their own unaided difficulties of the past four years, have asked the Bureau to undertake their cinema

work. The British have suggested a similar arrangement. The Bureau now has in hand our own work in the United Kingdom. You will remember that in my Bulletin No. 49, issued on April 3, 1918, we created the Community Motion Picture Bureau the Motion Picture Bureau of the American E.F. Young Men's Christian Association.

Since the beginning of the war, the Community Motion Picture Bureau, on a flat cost basis wholly without profit, as its contribution toward the common cause, has presented all the motion pictures for the National War Work Council in the American training camps and on the transports and for the fleets. We present these facts that you may look upon your own motion picture presentation as a part of a great wide mechanism, smoothly running and efficient when each person, whether a secretary in the field or a member of the Bureau Staff, plays his part hard, carefully and loyally.

E. C. CARTER,
Chief Secretary Y.M.C.A.

SECRETARIES ACTING AS CHAPLAINS

BULLETIN No. 46.

In answer to several enquiries that have come to us recently with reference to whether Y.M.C.A. secretaries who are ordained ministers may act as chaplains, I am to send the following statement:—

In cases where there are no chaplains, if Commanding Officers desire Y.M.C.A. secretaries who are ordained ministers to celebrate Holy Communion or to conduct baptismal or burial services there is no reason for their not doing so.

The Headquarters of the A.E.F. have asked us on several occasions whether we would be willing to have our secretaries who were ordained ministers perform the duties of chaplains in areas where there were no chaplains. We have always replied in the affirmative.

E. O. CARTER.

WORK WITH PRISONERS OF WAR

Office of the Chief of Staff
Administrative Section,
February 25, 1918.

From: C-In-C.

To Chief, Y.M.C.A.

SUBJECT: PRISONERS OF WAR.

1. Referring to your letter of February 20 regarding Y.M.C.A. activities with prisoners of war: The treatment which will be accorded prisoners of war by these Forces will be of the most humane and considerate character. Every endeavor will be made to comply not only with the spirit but the intent of the Geneva Convention, and Hague Conference.

The only variations from this course will be those forced upon us by the Enemy in their treatment of our soldiers held by them as prisoners of war.

2. To this end and at the proper time you will be authorized to establish and operate a Y.M.C.A. in Prisoners of War Depots.

TRANSPORT SECRETARIES

Number 906-R.

March 13.

France, March 14, 1918.

Pershing, Amexforce,

Paragraph 1. Your 599 paragraph 5 A approved. Y.M.C.A. attaching two secretaries each transport.

BULLETIN No. 71.

To HEADS of DEPARTMENTS at HEADQUARTERS, SUPERVISING, DIVISIONAL and HUT SECRETARIES and all ATHLETIC DIRECTORS

Dear Fellow Secretaries,

Special recruiting methods are being employed in America to send to France the large number of experienced athletic directors we need to supplement those now in the field. As these specially recruited men are arriving in increasing number and as they come for specific service, we are now in position to carry out the larger and more technical program of athletic work urged by, and promised to the Army. In the light of these happy circumstances, the Executive Committee has authorized the following announcement which all concerned will please observe in the fullest cooperation:

I

Athletic Directors will henceforth be assigned to the field by the Division of Athletics. The efforts of the men thus assigned will be directed by the Headquarters Staff of the Division of Athletics in cooperation with Divisional Secretaries.

II

As heretofore, Athletic Directors will be responsible to Divisional Secretaries in matters of general organization and operating Secretaries will not, however, reassign or change the character of work of Athletic Directors without the approval of the Division of Athletics.

III

Bulletins issued by the Division of Athletics concerning plans and methods of work equipment, supplies and reports on activities are to be regarded as "Official" and so observed by all concerned.

Thanking you in advance for the hearty cooperation, I know you will give the Division of Athletics in these matters.

Sincerely yours,

E. C. CARTER,
Chief Secretary.

WOMEN WORKERS

BULLETIN No. 74.

From: E. C. Carter, Chief Secretary Y.M.C.A.

To: Divisional Secretaries.

SUBJECT: OUR POLICY REGARDING THE USE OF WOMEN WORKERS OF THE Y.M.C.A.

It has recently come to our attention that some of our women workers are serving as mess sergeants for Y.M.C.A. messes. The Executive seriously questions this practice as it does not seem right to ask women who have been recruited to serve the soldiers of the American Expeditionary Forces to become house keepers for the staff of the Y.M.C.A.

At the time of a division moving to the front there has been some uncertainty with reference to whether part or all of the women workers in a division should move forward with it. In view of the uncertain conditions to which divisions go, in view of the indeterminate position with reference to the exact proximity to the front line, and in view of the fact that until a division is settled there is sure to be steady criticism on the part of certain officers and men of our moving women workers forward with the troops, I am to say that whenever a division moves forward divisional secretaries should see that none of the women workers move forward with the division.

The following should be our policy regarding the use of women workers in forward positions:

1. It is unanimously recommended that women should be used at Brigade Headquarters, but, not further forward.
2. No woman should be used under shell fire without the full and cordial approval of the Commanding Officer, concerned.
3. No woman who is not physically and nervously sound shall be sent anywhere forward or under shell fire.
4. No woman of whose ability to obey implicitly and immediately there is any doubt shall be sent forward.

HOSPITAL CARE FOR SICK NAVAL SECRETARIES

Washington, D.C. February 27 1918.

Dear Sir:—

In connection with recent correspondence between your office and this Bureau with regard to the accommodation of Y.M.C.A. secretaries when sick and when attached to Y.M.C.A. activities at training stations, camps, etc. I am forwarding herewith a copy of a circular letter which this Bureau has recently issued in regard to this letter for your information.

Respectfully yours,

Mr. J.S. Tichenor
Association General Secretary.
Young Men's Christian Association,
124, East 28th Street. New York City.

DEPARTMENT OF THE NAVY BUREAU OF MEDICINE AND SURGERY

Washington D.C.

To: Medical Officers in command of Naval hospitals.
To: Medical Aides to Commandants, Navy Hospitals.
To: Senior Medical Officers all ships and stations.

SUBJECT: Y.M.C.A. Secretaries on sick list.

Reference: (a) Executive Order of President of April 27, 1917, relative to the Young Men's Christian Association.

(b) GENERAL ORDERS 313, of Navy Department, July 26, 1918.

1. Secretaries of the Y.M.C.A. when assigned to duty specifically at any training station, camp, on board ships or in connection with any other naval activity, may when sick be admitted to naval hospitals, hospitals ships, or dispensaries, for care and treatment upon making application for such service. Their status while under treatment will be considered as that of officers, and they will be carried as supernumeraries and reported on returns as such.

2. No charges will be made for treatment, care, or subsistence.

DEATH OR SERIOUS ILLNESS OF SECRETARIES

BULLETIN No. 55.

April 29, 1918.

Divisional Camp and Hut Secretaries

In case of death, serious illness, or serious accident among secretaries, please notify, by wire, Health Division, in Paris. Will you kindly notify the other secretaries who are with you, so that in case of necessity they will give prompt and full co-operation? There have been already several deaths among the members of our staff, and our numbers are so large that we must be prepared for other such cases. I am sure that you

will give such co-operation as to enable Paris Headquarters to send full information to the families of secretaries in all cases of death, serious illness, or serious accident.

Military authorities have ruled that bodies cannot be sent to America during the war. Let us suggest, therefore, that you see that the location and marking of graves is reported, and the personal effects of deceased secretaries are forwarded to the Personnel Division, at Paris Headquarters.

E. C. CARTER.

BULLETIN No. 55 A.

Divisional Secretaries :—

The growing number of our Secretaries now being recruited from every part of the United States, makes it exceedingly important that the Personnel Board at this office be immediately advised of all cases of sickness, breakdown through over work, or wounds due to accident, gassing or shell fire, together with full details as to circumstances, etc.

You are, therefore ; kindly requested to designate somebody in your office, advising us of his name, who shall be responsible for preparing such data and forwarding the same promptly to the Personnel Board, Paris Headquarters.

Yours very truly,

E. C. CARTER.

Chief Secretary

INDISCREET TALKING

March 2, 1918.

C. G. S. O.R.

Mr. E. C. Carter, Chief Y.M.C.A. A.E.F.

Indiscreet Talking, Members A.E.F.

1. The attention of the Commanding General of these headquarters has been called to the manner in which Americans connected with the A.E.F. have been talking promiscuously on military questions, such as the movements of troops, equipment, and other matters connected with the Allied Armies, in public places, such as hotels, restaurants, etc.

2. It is essential that this be stopped immediately.

3. Valuable information is being given away unconsciously in this manner to enemy agents, and the results will be most serious to the conduct of operations, and may lead to the loss of thousands of valuable lives.

4. It is requested that you give strict orders to your PERSONNEL that no military matters of any description whatever are to be discussed, except in the transaction of military business.

5. Any breach of discipline in this respect will be severely dealt with.

TAKING PHOTOGRAPHS

BULLETIN No. 70.

URGENT.

To : all Divisional Secretaries and Heads of Departments :—

Our attention has been called to serious infringement of censorship regulations^s regarding photographs and we are compelled to ask you immediately upon receipt of this communication, to see to it that every camera and film in the possession of a secretary in your division or department (this applies to Paris also) is turned in to you at once, to be sent to Paris to be held in safe custody until the secretary is leaving for America.

The penalty which will attach to the unauthorized use of a camera by a Y.M.C.A. secretary on and after this date will be dismissal from the Y.M.C.A. service. If the matter comes to the attention of the military authorities the consequences will be much more severe.

Please acknowledge receipt of this.]

E. C. CARTER,

Chief Secretary,

American E.F., Y.M.C.A.

June 1st, 1918.

In view of the fact that a few of our secretaries have received money from soldiers and forwarded same by mail or cable direct to the United States, instead of through Headquarters, and as one of these cases has proved exceptionally embarrassing to the Association, we are writing to call attention to two important things to be observed.

a) All financial transactions, involving the transmission of funds, by mail or cable, should be reported to Headquarters for attention by the Headquarters office. Secretaries should not attend to such matters direct through banks or telegraph companies.

b) Secretaries should not receive from soldiers money for safe keeping, as the Association is not undertaking the responsibility of receiving and holding money for soldiers and does not therefore authorize a secretary to issue a receipt for money, excepting for transmission by "A.E.F. remittances" for which proper blanks and receipts are supplied to the secretaries. Please be guided accordingly.

c) In order to avoid misunderstandings on the part of the soldiers, please be sure that they do NOT get the impression that these remittances are sent by cable. The facts are we credit New York Headquarters and they remit a New York draft to the payee.

{ Respectfully yours,

A. M. HARRIS,
Treasurer.

October 23, 1917.

BULLETIN 19.

OFFICIAL NEGOTIATIONS WITH ARMY HEADQUARTERS

"Word has reached us from time to time that confusion has arisen in the minds of Commanding Officers because several secretaries in the same area are dealing with them.

In order to prevent confusion, we desire that in each divisional area all negotiations with Army Headquarters should be undertaken by the Divisional Secretary, or with his approval. In certain instances he may designate certain members of the staff who should undertake special negotiations, but as a general rule no one should approach the Commanding Officer officially without the Divisional Secretary's full approval.

When Headquarters' secretaries visit divisional areas they should only approach Commanding Officers in the company of or with the approval of the Divisional Secretary.

ABSENCE FROM STATION

No secretary or canteen worker should leave his or her area without the consent in writing of the Divisional Secretary.

E. C. CARTER.

UNIFORMS

Headquarters, American Expeditionary Forces.

October 11, 1917.

Mr. E. C. Carter,
Chief Secretary, American Y.M.C.A.]

Dear Mr. Carter:—

Will you kindly let me know, for the information of the Commander-in-Chief, just what you have prescribed regarding uniforms for Y.M.C.A. workers?

Inquiry has been made on the subject by our Provost Marshal-General in Paris whose duty requires him to be posted as to the uniforms worn by the different services.

Very truly yours,

Paris, October 16, 1917.

To the Adjutant-General, A.E.F., Headquarters, France.

In reply to your letter, No 3409, of October 11 th., asking for the information of the Commander-in-Chief what we have prescribed regarding uniforms for Y.M.C.A. workers, I am to send the following :

"All regular full-time secretaries of the A. E.F., Y.M.C.A., in France, should wear the regulation United States Army uniform with U.S. Army buttons. The cloth used in the uniform may be either that generally worn by enlisted men, or that worn by officers, according to the individual choice of the secretaries concerned.

"Whenever desired, the secretary may wear the leather or web belt.

"The regulation service hat should be worn. All secretaries who are now wearing caps should replace them with service hats as soon as possible.

"U.S. in bronze should invariably be worn on the right-hand side of the collar and the letters 'Y.M.C.A.' in bronze on the left-hand side of the collar ; the Red Triangle, with the letters 'Y.M.C.A.' embossed in red on a dark blue background, are to be worn on the right arm, just above the elbow.

"Secretaries may wear either canvas or leather leggings or wollen puttees. Boots that lace through entire length are authorized only outside of French cities or in inclement weather.

"As you will remember, an inquiry has just been made from your office as to whether there would be any objection to Y.M.C.A. Secretaries wearing on their campaign hats a hat-cord or red and dark blue intertwined.

"The wearing of the uniform by all full time Y.M.C.A. workers who hold Y.M.C.A. Identity Books is obligatory.

"The full detail of the Y.M.C.A. women workers' uniform have not been finally worked out. Information as to what we decide finally to prescribe in this regard will be forwarded to you in a few days."

Sincerely yours,

E. C. CARTER.

HEADQUARTERS, AMERICAN EXPEDITIONARY FORCES

August 24, 1917.

Memorandum for the O.Q.M.

Subject : Articles of Supply

Authorized officials of the Y.M.C.A. will be supplied with the regulation uniform for enlisted men, to be paid for by themselves.

By command of Major-General Pershing.

November 7, 1917.

From : Adjutant-General
To : Chief Secretary, Y.M.C.A.
Subject : Uniforms Regulations.

"1. The uniform regulations prescribed by you for Y.M.C.A. workers, forwarded to these headquarters, and dated October 16, 1917, are approved.

"2. It is desired that these regulations be published and distributed among all Y. M.C.A. workers, and that you see that the prescribed uniform is worn.

3. It is also desired that you furnish a copy of these regulations to the Provost Marshal-General for his information.

France, April 3, 1918.

BULLETIN No. 4.

1. Members of the American Red Cross, Y.M.C.A., Salvation Army, and Knights of Columbus will wear the identification tag in the manner prescribed for other members of the A.E.F.

2. The Quartermaster Corps will sell to members of the Organizations above mentioned such number of identification tags as are necessary for their proper equipment.

GAS MASKS AND HELMETS

The purpose of these instructions is to facilitate the work of the Y.M.C.A. throughout the A.E.F. as far as practicable, but in the application thereof all concerned must observe the necessity for avoiding such action as would tend to produce improper disposition of supplies and unauthorized demands on ocean tonnage.

11. Paragraph 2, G.O. No. 53 H.A.E.F. November 3, 1917, is amended to read as follows:

"One respirator will be issued to each soldier and officer. A reserve of 10 per cent will be kept at the division in the division gas dump and 5 per cent with regiments or companies. Issues within the division will be made to authorized regimental officers by the division gas officer. In the case of detachments, issues will be made to the senior officer present with the detachment, issues will be made direct to detached officers. In the case of troops not attached to a division, but attached to an army corps, issues will be made in the same manner by the corps gas officer, and in the case of troops not attached to an army corps, but attached to an army, issues will be made in the same manner by the army gas officer. In all other cases issues will be made direct from the depots of this service. No person connected with the military service will proceed to the danger zone, as it is now or may later be defined, without first being fitted with a respirator and drilled in its use, excepting those who will not have occasion to do within areas which will be designated as alert and ready zones and which usually will extend 5 miles back of the front line. Persons so excepted may be issued a French type M-2 mask in place of the respirator, but shall not enter such alert or ready zone without a respirator. No mask or respirator will be worn by any person connected with the military service within the danger zone except as such mask or respirator is authorized and issued by the Gas Service".

TRANSMISSION OF OFFICIAL MESSAGES

February 23, 1918.

Memorandum for C.S.O.

Subject: Additions to the Memo. Dated July 25th.

1. The C. in C. directs that the Y.M.C.A. messages of an official nature be handled free of charge over Government wires, subject to the exigencies of the service and such regulations as are promulgated for their transmission.

2. Y.M.C.A. messages will only be accepted for transmission, when sent by the following:—

The General Secretary and the Assistant-General Secretary of each Division or Camp,
The head of each Department with the Headquarters of the Y.M.C.A. in Paris.

3. Every Secretary of the Y.M.C.A. who is thus entitled to send official message^e will be provided with a letter of authority from the Chief, A.E.F., Y.M.C.A.

TRANSPORTATION

From: E.C. Carter, Chief Secretary E.A.F., Y.M.C.A.

To: Chief A.S. G.S. G.H.Q. A.E.F.

SUBJECT: RAILROAD TRAVEL FOR Y.M.C.A. REPRESENTATIVES.

1. We would appreciate it if you would notify the Q.M. Dept. that, subject to reimbursement, railroad transportation may be furnished representatives of the A.E.F. Y.M.C.A. It is requested that notice of this authorization be sent to the Q.M. Depart

nient in Paris, Havre, Southampton, and London, inasmuch as representatives of the A.E.F. Y.M.C.A. have experienced some difficulty with the British and French authorities at Southampton and Havre because their movement order, as provided by the Assistant Provost Marshall, was not accompanied by an A.E.F. R.R. Transport Order.

E. O. CARTER,
Chief Secretary A.E.F. Y.M.C.A.

2nd Ind.

Hq., S.O.S. France, April 19, 1918.

To: C. in C. G.H.Q. (Returned).

1. These Headquarters authorised the transportation of Secretaries of the Y.M.C.A. on Army Transports, on a previous request of the Division of the Y.M.C.A. Base N° 1. This action was taken in view of the fact that there are ample accommodations on returning transports, and paragraphs 2, 7th indorsement G.H.Q. April 8, 1918: "The matter of authorising transportation on transports sailing from France is one of the duties pertaining to the Services of Supply, and it is not necessary to refer each case to G.H.Q."

2. It is recommended that the Chief Secretary, Y.M.C.A. and the Chief of the American Red Cross be notified to apply to the C.G. Base Section concerned, for transportation of members of their staffs who have been regularly in the service of the A.E.F.

No. 7346.

3rd Ind.

G.H.Q. A.E.F. G-1 April 22, 1918.

To: Cht., Y.M.C.A.

1. Returned, inviting attention to preceding endorsement.
2. Authority is granted to make application for transportation, as set forth above, and when available, transportation will be authorized for such members of your staff as "have been regularly in the service of the A.E.F."

MILITARY COURTESY

January 14, 1918.

BULLETIN No. 33.

The Commanding General of the United States troops in Paris has again drawn my attention to the fact that members of our staff have been reported as careless in military courtesy.

Please note the following:—

1. Rules for salutes and military courtesy applying to the United States Army apply equally to the Y.M.C.A. The importance of the most exacting punctilliousness in carrying out such matters, and the necessity for neatness in appearance and military bearing on all occasions cannot be over-emphasized.

2. Attention is called to the fact that rules for saluting our own officers, National Anthem, and Colours should be extended to the officers, National Anthems and Colours of our Allies.

3. The salute to officers and colours, whether covered or uncovered, is rendered as follows:—

Stand at attention. Raise the right hand smartly until the tip of the forefinger touches the lower part of the forehead for forehead above the right eye; thumb and fingers extended and joined; palm to the left; forearm inclined at about 45 degrees; hand wrist straight; at same time looking towards person saluted; then drop arm smartly to the side.

4. The salute to the National Anthem, when covered, is rendered as above, holding the right hand to the forehead from the first to the last note; if uncovered, by standing at attention.

The Commander-in-Chief of the American Expeditionary Forces is especially desirous that the men of all of our branches should create a favorable impression as to their conduct, neatness, appearance, military bearing, and courtesy. I trust that all members of our staff will be punctilious in this matter.

E. C. CARTER.

HUT CONSTRUCTION

March 7, 1918.

Some very serious blunders have occurred in the construction of some of our most expensive huts by reason of the fact that secretaries responsible for their erection have, without sufficient consideration, determined upon changes of interior arrangement of partitions which differed from the plans authorized and approved by the Executive Committee of Paris.

To avoid these difficulties hereafter, it must be distinctly understood that no changes or alterations of the huts under erection will be made without a distinct and specific authority in writing therefor from the Executive Committee of Paris Headquarters.

E. C. CARTER.

HEAT, LIGHT, WATER and TELEPHONE SERVICE

January 21, 1918.

BULLETIN No. 4.

Requests from the Y.M.C.A. for heat, light, water, and telephone service, in buildings rented or occupied by the Y.M.C.A., and used exclusively by our forces, are approved where installations can be made with due regard to available facilities. This approval shall not apply to any such buildings in which rooms are rented to officers, soldiers, or others as quarters for any purposes whatsoever. Telephone service herein authorized may be furnished only when available by the Signal Corps, and no expenditure of public funds is authorized for telephone rentals or tolls.

DRINKING WATER

1st Ind.

No. 1066.

Hdqrs., A.E.F. C.-in-C. A.S.G.S.,

December 6, 1917.

Returned to Chief Y.M.C.A.

1. The supply of drinking water for the Y.M.C.A. huts is extremely important, and special provision will be made in orders which are now being formulated, and which will be issued from these Headquarters.

4, Place d'Iéna, Paris, France.

January 5, 1918.

From: Commander.

To: Commanding Officers, U.S. Naval Air Stations.

SUBJECT: CO-OPERATION WITH Y.M.C.A.

1. Commanding Officers of U.S. Naval Air Stations are authorized whenever it shall be possible to do so without detriment to the operation of the station, to supply to Y.M.C.A. organizations maintained at stations for the benefit of the men on duty there, light heat and such other supplies as will assist the Y.M.C.A. in carrying on its activities.

March 22, 1918.

BULLETIN No. 42.

The authority to employ workers who are to become regular militarized members of the A.E.F., Y.M.C.A., rests exclusively with the Headquarters Executive Committee in Paris. No one may be made a member of the A.E.F., Y.M.C.A. staff without the approval in writing of Headquarters, on the recommendation of the Personnel Bureau. No member of the staff of the A.E.F., Y.M.C.A. may be dismissed except by the Executive Committee. Ordinarily, members of the staff of the A.E.F., Y.M.C.A. who have been recruited in America will not be allowed to resign in France, except to enter military service. If they desire discharge, it will ordinarily only go into effect on their arrival in America.

E. C. CARTER.

HEADQUARTERS AMERICAN EXPEDITIONARY FORCES

NOTE: This order has been superseded by Gen. Ord. No. 140, 1918. The changes made were set forth in abstract published in Red Triangle Overseas Issue of 1918. The main provisions of this order remain unchanged, however.

Paris, France, July 13, 1917.

GENERAL ORDERS, No. 13.

- I. General Orders Nos. 3 and 5, current series, these headquarters, are revoked.
- II. The following FIELD CENSORSHIP REGULATIONS are announced and published for the information and guidance of all concerned:

1. OBJECT OF CENSORSHIP:

The sole object of field censorship and all other steps taken to prevent the leakage of military information is to secure success of our own and allied operations with the least possible loss.

By the collection of details which are apparently unimportant and disconnected, enemy agents may obtain important information.

Each officer or man who privately transmits military information of our own or allied forces makes the task of the enemy agents easier, and thus indirectly sacrifices the lives of his comrades. The fact that he may have complete confidence in the discretion of those to whom he writes or talks does not alter the case.

This fact should be impressed upon all officers and men, who, by co-operation, should make it impossible for the criminal folly of a few to endanger the security of the army or render its progress more costly.

Unless required to do so in the performance of duty, officers and men are forbidden to carry on their persons or in their kits any orders, maps or other papers which may be of value to the enemy. Private papers bearing military addresses are included in this prohibition.

2. DANEROUS INFORMATION:

The following information is considered useful to the enemy and must not be included in correspondence. This prohibition applies not only to letters and postcards, but also to wrappings of parcels, private diaries and all other written matter.

(a) The place in which letters, postcards, etc., are written or from which they are sent. Any picture postcard of any locality in the Army Zone, even when there is no writing on it, may give information of value to the enemy.

(b) *Reference to future operations*, whether such operations are rumored, surmised, or known. This includes details of mining and bridge-building operations, railway and road construction, and references to new inventions or use of new material.

(c) *Organization, numbers and movement of troops*. This includes hours, dates and systems of reliefs; positions of batteries, machine guns and observation stations; position and description of billets; reinforcements; situation of headquarters of brigades, divisions, etc.

(d) *The armament of troops or forts.*

(e) *Descriptions of or references to defensive works.*

(f) *The moral or physical condition of our own or allied troops.*

(g) *All information concerning casualties except those previously given in official lists.*
(h) *Details as to supply service, including the position of railheads and supply columns, condition of roads and railroads, reserves or shortages and ammunition.*

(i) *The effects of hostile fire.*

(j) *All information concerning aircraft and the air service.*

(k) *Criticism of operations, superior officers, non-commissioned officers, conditions of life subsistence, etc.*

(l) *Criticism of the appearance, equipment, or conduct of allied troops or of individual officers and men of allied armies.*

3. ADDRESSES :

The following rules will govern addresses :

(a) *Addresses on incoming mail.* Only the name, rank, company and regiment of a person in the military service will be written on an envelope, for example, as follows :

Corporal John Smith,
Company "A", 1st Infantry,
A.E.F.

Letters from the United States for officers and men of the American Expeditionary Forces should also bear the words :

via New York

which will be sufficient indication for the Postal authorities for the proper dispatch of mail to these forces.

The proper manner in which to address officers and men not serving with regiments will be announced from time to time in Postal Regulations, but in general the following items are forbidden :

(1) The mention of a place in connection with a military unit.

(2) The use of a civil address.

(3) The mention of brigades, divisions, corps, armies, etc., in connection with that of any other military unit. This does not forbid the addressing of an officer as, for example :

Colonel John Brown
Headquarters, 5th Division.

(b) *Addresses on outgoing mail to be given only inside the envelope.* These include the addresses given at the head of letter paper, etc., and also the address given as part of a signature. The rules as for addresses on incoming mail will govern. In addition, the use of printed, embossed or engraved letter or note paper which connects a military unit with any locality of any military organization larger than a regiment is forbidden.

In each organization the commanding officer will announce the official address of the organization in compliance with the foregoing provisions

4. FORBIDDEN ENCLOSURES :

The following enclosures are forbidden :

(a) Official papers, orders, documents, maps, etc., of any kind.

(b) Captured papers, orders, documents, maps, etc.

(c) All communications to the press on subjects connected with military matters. The writer of a letter is responsible for its publication even if it has been censored. No officer, soldier or civilian on duty or connected with the American Expeditionary Forces in any official capacity will act as a correspondent for any newspaper or periodical.

(d) The sending of photographs or photographic negatives through the mails is forbidden.

(e) All codes, cipher, shorthand or other means of concealing the true meaning of letters or other correspondence are forbidden.

5. CORRESPONDENCE WITH STRANGERS, ETC.:

All officers and men are forbidden:

(a) To insert advertisements or letters in any publication inviting strangers to communicate with them.

(b) To enter into correspondence with strangers in response to advertisements or other invitations.

(c) To solicit by means of letters or advertisements any gifts of clothing, necessities, luxuries or medical comforts for the use of troops.

(d) To attempt to act as indicated in (a), (b) and (c) above.

(e) To cause or permit any other person to act as indicated in (a), (b) and (c) above.

(f) To correspond with all persons in enemy countries except American or Allied prisoners of war.

6. CORRESPONDENCE WITH PRISONERS OF WAR:

The following rules will govern correspondence with prisoners of war:

(a) Correspondence with enemy prisoners of war is forbidden.

(b) All correspondence with American or Allied prisoners of war must be marked "Through Base Censor" and submitted unsealed to company officers as required by paragraph 11.

(c) The sending of packages by officers and soldiers of this command to prisoners of war is forbidden.

7. ACKNOWLEDGEMENT OF GIFTS OR LETTERS FROM STRANGERS:

Must be marked by company officers as "Through Base Censor" and not censored by company officers.

8. PACKAGES:

The foregoing rule with reference to letters and postcards apply also to *outgoing* parcels, packages and the individual kits of officers and men. In addition it is forbidden to include any of the following articles:

(a) Tobacco and cigarettes.

(b) All articles of clothing.

(c) Captured trophies except enemy helmets, caps, badges, numerals and buttons.

(d) Government property, including that belonging to Allied Governments.

(e) All explosives, including shells, grenades, cartridges, fuses and detonators, or portions of the same, or other dangerous matter.

(f) Moving picture films, except in cases in which chaplains, Y.M.C.A. secretaries and other authorized persons certify that the films enclosed are the same one which have been used for the entertainment of troops.

9. FIELD SERVICE POSTCARDS:

Field service postcards, provided no authorized additions or changes have been made, will be forwarded without delay. These cards will be issued by the Chief Quartermaster, A.E.F.

10. BLUE ENVELOPES:

In order that men may forward personal or family letters without the necessity of having them read by officers known to them personally, such letters may be enclosed in the authorized "Blue Envelope" and sent directly to the Base Censor through U.S. Army Postal Service.

In order to have letters forwarded in Blue Envelopes the following requirements must be complied with:

(a) Only the authorized envelope supplied to organizations at the rate of one per man per week may be used. Blue Envelopes will be issued by the Chief Quartermaster A.E.F.

(b) The certificate given on the outside of the envelope to the effect that the letters enclosed relate to personal or family matters only and do not refer to military subjects must be duly signed by the writer. If this certificate is not signed, the letter is subject to delay, destruction, or other action in the discretion of the Base Censor.

(c) More than one letter may be forwarded in one Blue Envelope, but all the letters so forwarded must be from the person who signs the certificate referred to in (b). The practice of enclosing letters from more than one writer is forbidden.

(d) Under existing postal regulations to avoid prepayment of postage all letters must be marked "Soldiers Letter" or "Marine's Letter" and counter signed by an officer before being placed in the Blue Envelope, *but in this case the officer will sign "his letter, without reading it."* If postage is prepaid, no officer's signature is required for letters, forwarded in Blue Envelopes.

(e) Blue Envelopes for the use of French personnel attached to the American Expeditionary Forces will be issued to the senior French officer with each division. They will be stamped with a special stamp and are to be used only by those to whom they are issued. Their use will be subject to the same regulations as those issued to American troops. Letters in these envelopes must be posted in United States Army Post Office.

(f) Blue Envelopes cannot be registered, and should not contain money or articles of value.

(g) Newspaper correspondents duly accredited to the American Expeditionary Forces are entitled to the use of Blue Envelopes in the same manner as American troops. Civilians authorized to accompany the army will be given Blue Envelopes at the discretion of commanding officers concerned.

11. COMPANY CONTROL:

Organization and detachment commanders are responsible that all mail originating in their commands except Field Postal Cards and Blue Envelopes is examined and countersigned by an officer.

All letters to be censored by Regimental Censorship as prescribed in Paragraph 12 must be in "clear", that is, in plain English. Letters in French written by French officers and men on duty with the American Expeditionary Forces, will be sent to the nearest French organization or censor. All other letters in foreign languages will not be censored in the regiments, but will be sent direct to the Base Censor.

The company officer who examines the correspondence of his organizations is responsible that no mail is forwarded unless the writer has conformed to the requirements of Paragraph 2 to 10 inclusive of this order. If these requirements of Paragraph 2 to 10 have been complied with the examining officer will sign his name and rank at the foot of the letter and across the lower left-hand corner of the envelope and then forward it unsealed to regimental or higher commanders to be stamped with the censor stamp. If the requirements of this order have been violated the correspondence will not be forwarded, but will be submitted to the organization commander, who will take proper disciplinary action.

When necessary to prevent loss of enclosures company officers are authorized to close letters before forwarding them to be stamped.

Officers may countersign their own letters, which are however, subject to censorship at the base.

12. REGIMENTAL CENSORSHIP:

Regimental and other commanders enumerated in Appendix I will cause correspondence originating in their own headquarters to be examined and signed by an officer as required for company correspondence by the provisions of Paragraph II.

Before being sent to Brigade or other U.S. Army Field Post Offices all correspondence received from company commanders and that examined in headquarters will be stamped with the censor's stamp furnished to regimental and other commanders. If company control has not been properly exercised correspondence will be returned to organizations concerned.

13. Postal Agents at United States Army Post Offices will not forward any correspondence which has not been properly stamped with the censor stamp.

When properly stamped with the censor stamp, marked "Soldiers Letter" or "Marine's Letter" and countersigned by an officer, correspondence will be forwarded through the base, to any part of the United States without prepayment of postage, and only the single rate of postage will be collected on delivery.

14. Regiments and other commanders holding censor's stamps will stamp the mail of neighboring organizations not provided with stamps, provided it has been examined and signed by company officers as required in paragraph 6.

In no case will mail be stamped until it has been examined and signed by a designated officer.

15. INSTRUCTIONS FOR OFFICERS WHO EXAMINE OR STAMP MAIL:

All officers who are properly designated to examine or stamp mail matter are authorized, without informing the sender, to open and delay all private correspondence and to suppress any statement which violates regulations or orders.

They will respect the secrecy of all information which comes into their possession in the performance of their duties and will on no account divulge any matter, either public or private, which comes to their knowledge in the performance of their duty except in cases requiring an official report to higher authority.

No remarks will be written on letters by examining officers. If comments are necessary they will be written on a separate sheet, which will be returned with the letter to the organization commander as required by paragraph 11.

16. CLOSING OF MAIL:

Any communication which has been opened by a censor will be closed again with the "OPENED BY CENSOR" label provided by the Adjutant General of the American Expeditionary Forces.

17. CIVILIAN'S LETTERS:

Letters of civilians authorized to accompany the army will be censored by an organization commander of the unit in which they are serving. No other civilian's letters will be stamped or forwarded.

18. USE OF CIVIL POST OFFICES:

In areas served by the American military postal service the posting of letters in civil post offices is forbidden.

19. REGISTRATION:

Valuable letters will be registered under conditions recommended by the Post Office Department. These requirements will be published in orders by these headquarters.

20. BASE CENSORSHIP:

In addition to the examination and censorship provided for above, the Base Censor will open and examine such proportion of the outgoing letters and parcels as may be desirable. He will be guided by instructions from the Deputy Chief Field Censorship at these headquarters.

21. CENSOR STAMPS:

Censor stamps will be issued by the Adjutant General, American Expeditionary Forces.

Each stamp will be numbered and registered. In this way the origin of communications may be traced when necessary.

Officers enumerated in Appendix I will receive censorship without requisition.

When an issue of censor stamp is cancelled the holder of the cancelled pattern will forward a statement that the stamp has been destroyed.

Officers not enumerated in Appendix I who request the issue of censor stamps will include the following information in their request:

1. Organization.
2. Strength.
3. Name of nearest organization holding a stamp.
4. Distance from organization given in "3."

5. Distance from nearest Army Post Office.

6. If detached, probable duration of detachment.

7. All other useful information.

The censor stamp will not be used by any one except officer to whom it is issued or by an officer designated by him. He is responsible for its safekeeping.

The loss of a stamp will be reported by telegram. A new stamp with new number will then be issued and the old number cancelled.

When the name or designation of an organization changes sufficiently to require a new stamp, the old one will be destroyed and a new one requested.

22. TELEGRAPHIC CENSORSHIP:

The general provisions relating to Field Postal Censorship apply to telegrams and cablegrams. In addition, the following special regulations governing telegrams and cablegrams are announced:

23. PERSONAL MESSAGES:

(a) All private messages must be censored and stamped by officers holding censor stamps as indicated in the rules for Field Postal Censorship, paragraph 12. It is forbidden to send or to cause another to send a message which does not bear the censor's stamp. In addition the number of words in the message will be written in ink or indelible pencil below the stamp.

(b) No matter which is forbidden by the Field Postal Censorship Regulations may be sent by telegraph.

(c) Telegrams must either be typewritten or printed in block capital letters and when possible on telegraph forms provided by the Signal Officer of the command concerned.

(d) No private code address not registered prior to August, 1914, may be used. When such code address is used, the full address in plain English will be submitted to the censor with the message and filed with it.

(e) Personal messages between persons in France must be in plain English or French. For communication to or from the United States it is permissible to use any one of the following commercial codes, except for telegrams described in Paragraph 25:

A. B. C., Fifth Edition.

Scott's Tenth Edition.

Western Union (except five-letter code).

Lieber's Standard (except five-letter code).

Riverside, Fifth Edition.

Bentley's Complete Phrase Book (not including mining and oil supplements).

Broomhill's Imperial Combination Code.

All private code messages must be in one of the seven codes above mentioned and must be mailed to the United States Army Signal Office at the base, where they will be censored and stamped. A translation of each message must be attached thereto. The censor in the Signal Office must verify the coding.

The censor will require the sender of a message in plain text or code to change the wording if he considers it possible that the message has a hidden meaning.

(f) All messages must be signed with at least the last name of the sender. The senders full name and military address as authorized by the rules for Field Postal Censorship, Paragraph 3 above, must be written on the message form, but need not be sent unless so desired by the sender. The use of code addresses as signatures is forbidden.

24. CIVIL TELEGRAPH:

At any place where the civil telegraph is open the senior American officer present will make suitable arrangements with the civil telegraph officials so that they may recognize the American Censor Stamp and so that they will send messages which have been stamped and refuse to send unstamped messages.

25. CABLEGRAMS AT REDUCED RATE:

The Western Union Telegraph Company has instituted a special service known as the E. F. M. service. This gives the same rates as their cable-letter service; but, in addition thereto, permits the transmission of the message without any minimum number of words being required. In cablegrams the number of words in the address, the body of the message and the signature are counted. The code word "AMENFORCE" has been approved by the censors and designates the American Expeditionary Forces in France.

No arrangements at present can be made with the French land lines for handling these reduced-rate messages by wire. Consequently the service between France and London will be by mail. This may add as much as two days to the time of delivery of the messages over that required for the usual full-rate telegram.

26. TELEGRAMS FROM THE UNITED STATES:

Telegrams from the United States should have sufficient address for proper delivery, and, in addition, the word AMENFORCE. The following is an example of a proper address: CAPTAIN JOHN SMITH, FIRST INFANTRY, AMENFORCE, LONDON.

27. OFFICIAL MESSAGES:

All official messages in plain English must be submitted to the censor in the same manner as prescribed herein for private messages. All messages relating or referring in any way to troop movements, military addresses, losses, reinforcements, movement of supplies not routine, or any other information enumerated in paragraph 2 must be put into War Department Telegraph Code before being sent.

28. TELEPHONIC CENSORSHIP:

(a) *Metallic Circuits.* The use of metallic circuits for telephonic communications is obligatory within one mile of the first line trenches.

29. DANGEROUS INFORMATION:

Except when necessary in the transaction of business which can not be carried on in any other way, the sending over the telephone of any of the information enumerated as dangerous in paragraph 2 of this order is forbidden.

30. RESPONSIBILITY OF DIVISION COMMANDERS:

Due to the great danger involved in the indiscreet use of the telephone, division commanders will carefully scrutinize its use in their commands and issue such detailed orders as local conditions may require.

31. This order will be distributed to all troops upon arrival in France. Organization commanders will be held responsible that men who may subsequently join are informed of the prohibitions contained in this order, which will be read and explained to them by an officer.

II. No civilians residing in Europe will be given permanent employment with the American Expeditionary Forces until after their names have been reported to these headquarters and a favorable report has been received based on investigations which will be made by the French authorities.

In exceptional cases temporary employment may be given, but in every case the names of civilians so employed will be reported to these headquarters for investigation.

Paris, France, August 13, 1917.

GENERAL ORDERS, NO. 21.

VI. The identification tag now prescribed for wear by officers and enlisted men will be worn also by all civilians attached to these forces.

The Quartermaster Corps will supply in addition, a second aluminum tag one inch square, with the same marking as that on the one now used, to be worn suspended by a cord one inch from the bottom of the first circular tag.

The two tags will be worn habitually by all members of the American Expeditionary Forces in France. Unit commanders will periodically inspect their men for the purpose of enforcing this order. Any violations of this order will be made the subject of discipline.

In the event of death of any member of the American Expeditionary Forces the second or square tag will be removed from the body and sent directly to the Chief of the Burial Department, American Expeditionary Forces, and the first or present circular tag will be buried with the body for identification purposes.

G.H.Q. GENERAL ORDERS, No. 23.

August 20, 1917.

II. 1. A general purchasing board is hereby established in Paris, with a general purchasing agent at its head. The G.P.A. is the representative of the C-in-C. in liaison with the various Allied purchasing agencies, and will co-ordinate and supervise all purchasing agents of the A.E.F.

2. The chief of each supply department and of the Red Cross and the Y.M.C.A. will designate purchasing and disbursing officers to report to the G.P.A. The senior officer of each of these services will inform the board, which will operate under the general supervision of the G.P.A. In the absence of the G.P.A. the senior member of the board will act in his place.

3. The members of this board will meet as frequently as may be necessary to pass upon proposed purchases. When the board finds that certain classes of purchases will not compete with other military interests, the G.P.A. may authorize such purchases being made in the usual way by the respective departments and without further reference to the board.

4. During the formative period of its organization, and until such time as experience shall definitely indicate the scope of work of this board, nothing contained in the foregoing instructions will be held as prohibiting the purchase of supplies or the hire of civilian employees by chiefs of staffs departments and of the Red Cross and the Y.M.C.A. when in their opinion an emergency exists.

5. The importance of saluting has never been properly impressed upon our officers and men. Every soldier should have carefully explained to him the meaning of this salute and the importance of properly saluting, especially officers of the Allied Armies. This also applies to field clerks and civilian employees in uniform. Officers will be most punctilious about saluting superiors and returning the salutes of enlisted men.

Attention is invited in this connection to paragraphs 381 and 382. Army Regulations

6. The Commander-in-Chief presents this matter of uniform and saluting as one in which the pride of every member of the American Expeditionary Forces compels to neatness, smartness and attention to personal appearance, which, in all armies invariably accompany discipline and efficiency.

August 28, 1917.

G.H.Q. GENERAL ORDERS, No. 26.

II. 1. In order to avoid duplication of work by the Red Cross and the Y.M.C.A. the two civil agencies ministering to the welfare of soldiers, the following broad division of activities is prescribed: The Red Cross will provide for the relief work and the Y.M.C.A. will provide for the amusement and recreation of the troops by means of its usual program of social, educational, physical, and religious activities.

2. The foregoing partition is not intended to give a monopoly to either organization, but is made to afford a guiding rule to all concerned. At some small points needs for both agencies will exist, but not on a sufficient scale to justify a double personnel. Where the C. C. of such a point decides that this is the case, the details regarding the equipment and personnel will be settled by conference between the senior representative of the Red Cross and the Y.M.C.A.

3. Commanding Officers should bring the needs of their organizations to the attention of the local representatives of these two agencies and chaplain will co-operate with them for the benefit of the troops.

4. Whenever, for any reason, one of the above-mentioned agencies cannot furnish the necessary facilities for performing its functions the other is authorized, upon request to render such assistance as it may be able to give. This assistance may consist in the transfer of funds or materials from one to the other or in performing the service desired.

with the personnel of the assisting agency under the direction of the agency generally responsible for the function as prescribed in Paragraph 1, above. The amount and kind of assistance in such case will be such as may be decided upon as practicable by the chief representative of the agency called upon to assist.

5. Chaplains will not call upon one agency to perform the functions of the other except in case the proper agency is unable, after notice, to accomplish the desired results. Such calls will be honored only when approved by the commander of the regiment concerned, and then only to the extent that the chief representative of the agency called upon for assistance may decide to be practicable.

August 31, 1917.

G.H., GENERAL ORDERS, No. 29.

8. The military police will familiarise themselves with all orders connected with their duty; become familiar with the streets, points of interest, hotels, pensions, and places of amusements frequented by soldiers; the location of the various offices of the A.E.F., Red Cross, and Y.M.C.A.; they will give every assistance practicable to personnel of A.E.F., inquiring as to localities, cab fares, etc.

France, September 6, 1917.

GENERAL ORDERS, No. 33.

III. 1. The Y.M.C.A. is granted authority to establish exchanges for the American troops in France subject to such rules and regulations as may be issued from time to time by these Headquarters and under such control by commanding officers as will insure no interference with military operations and discipline.

2. These exchanges will be operated, insofar as the same are applicable to them, along the general lines of post exchanges, whose places they are intended to fill, in order that officers and enlisted men may not be taken away for that purpose from their paramount military functions of training and fighting.

3. Commanding officers will therefore prohibit the maintenance of any army exchanges in commands in which exchanges have been established by the Y.M.C.A.

4. The establishment of these exchanges should not be limited to the areas more remote from active operations, but it is particularly desirable that they should be pushed as far to the front as military operations will permit, in order that such comforts and conveniences as they afford may reach the soldiers in the more advanced positions where they are most needed.

5. Commanding officers are enjoined to facilitate the efforts of the Association's officers in this work. They will arrange suitable locations according to circumstances for the establishment of these exchanges, and accord such consideration to the officers of the Association engaged in this work and insure such facilities to them as would be enjoyed by those operating post exchanges under similar conditions, to the end that the purposes and objects of this undertaking may be duly accomplished.

[October] 20, 1917.

GENERAL ORDERS, No. 48.

II. The instructions contained in Paragraph II., General Orders 26, these headquarters, dated August 28, 1917, are amplified to include the following joint arrangement made by the representatives of the American Red Cross and Y.M.C.A. attached to the American Expeditionary Forces, which has been approved by the O.-in-C.

Red Cross and Y.M.C.A. in the Hospitals.

"In order to provide for the activities of the American Red Cross and the Y.M.C.A. in connection with the hospitals of the United States Army, the chiefs of these two services, American Expeditionary Forces, recommend the following basis for their joint action, believing they can more effectively co-ordinate the efforts of these two organizations to the fullest extent in serving the Army in all matters not absolutely connected with the military programme.

"Huts or other appropriate quarters will be furnished and equipped by the Red Cross, and shall be designated "Hospital Recreation Hut Donated by the American Red Cross". At each of these places there shall be a representative of the American Red Cross, who, with his staff, shall conduct all the regular Red Cross activities in connection with the hospital. He shall also be primarily responsible for that part of the recreation work which is authorized to be done in the wards, and shall, so far as possible, assist in the regular work of the hut.

"The Y.M.C.A. shall also provide a representative, who, with his staff, shall conduct regular Association activities as prescribed in General Orders 26."

November 3, 1917.

GENERAL ORDERS, No. 53.

IV. Through the General Purchasing Board of the A.E.F. a system of coordination of American purchases is in effect. To interject purchasing agents paid by commission would offer undue temptation to such agents to conceal information as to general sources of supply and to act too much in the interest of their employers as distinct from the others, and conduct campaigns for purchases in conjunction with other agents who might otherwise be of assistance to us, and in general to embelish personal monetary gain as a motive of conduct as distinct from the common good and the common interest.

The General Purchasing Board, Disbursing Officers of the United States Army, the Red Cross and the Y.M.C.A. and other purchasing agencies of the American Expeditionary Forces are therefore prohibited from employing upon purchases any civilian or other purchasing agent who is paid by commission instead of by a fixed rate of compensation.

November, 10, 1917.

GENERAL ORDERS, No. 54.

1. The provisions of General Orders, No. 13, c.s. H.A.E.F., and of Provisional Instructions on Discernment No. 3, H. A.E.F., are modified so as to authorize the sending in the mails to the United States, but not to neutral or allied countries, of the following, subject to the usual censorship control: —

(b) Christmas cards and postcard distributed by the Y.M.C.A.

France, November 11, 1917.

GENERAL ORDERS, No. 59.

If. The Commander-in-Chief has entire confidence in the loyalty of this command and in its efficient future action against our enemies, but he desires to point out that there is a higher quality of loyalty and a finer type of patriotism than that which merely renders efficient physical service to our country. The loyalty which includes not only the body, but the mind, the heart and the soul, should characterize our best American soldier manhood. It is not enough that men should endure discomfort or brave danger. An undaunted sporting spirit by which men bear up against hardship and adversity without fault-finding, the will to do their part with much against them, giving credit to other men with as good motives and as much patriotism as themselves, these are the qualities expected of the American Army in France. A belief in Americanism, a generous tolerance of others laboring in the same cause, a realization that all the difficulties do not lie in the path of one man, and a confidence in our fellows are little less desirable to the American officer or soldier than energy and bravery.

The privilege is not given to all men to do their share in the fighting line. For every man in this Expedition several of our countrymen at home must toil at a desk, in a shop, in a factory, in the fields, on the road, or must brave the perils of the sea, and this army could not exist without such patriotic service. Impatience, petty fault-finding, insinuations against the efficiency, of those at home have no place in conversation with one's comrades or friends, nor in the home letters of a true soldier.

The Commander-in-Chief regrets that a few reports have reached him from America, of letters by officers of this Command containing unjust criticism and childish complaints against officials of the Governments, and which, to their discredit, have been spread by wives or relatives of such officers. These improprieties verge on disloyalty and do immeasurable harm to our cause, as well as to him who would thus gratify a thirst

for notoriety by voicing such sentiments. Idle, thoughtless comment is disheartening to those who are working in our interest, and greatly reflects on the good reputation of this command. Unjust gossip is not becoming in any soldier; it not only violates explicit orders regulating correspondence entrusted to our officers for enforcement, but such an attitude undermines the very basis of discipline. There must be no repetition of this insidious practice by members of this command, but each must protect the honor of his fellows and of his country against unjust and unworthy attacks of this sort.

November 20, 1917.

GENERAL ORDERS, No. 61.

11. Members of the American Red Cross, the Y.M.C.A. and the Salvation Army on duty with the American Expeditionary Forces shall receive the same medical and hospital attendance and the same privilege of purchasing medicines allowed employees paid from public funds (4838 A. G. O.)

November 20, 1917.

GENERAL ORDERS, No. 63.

The following rules covering the identification and circulation of the personnel of the American Expeditionary Forces in France, including militarized civilians, are published for the information and guidance of all concerned: —

3. An identity card known as "Worker's Permit" with a photograph of the holder thereon, issued and signed by the Adjutant-General, A.E.F., will be furnished to all civilian employees of the Army Staff Departments, or the United States Postal Service, and to members of Red Cross, Y.M.C.A. Salvation Army, and Knights of Columbus.

Chiefs of Staff Departments, including those of the L. of C., and of the other services concerned, will apply direct to the Adjutant-General, A.E.F. for the permits required for employees.

Applications will be in duplicate, and will contain the following information regarding each person whose name appears in the application: —

- a) Name in full.
- b) Duty on which engaged.
- c) Station or area to which assigned.
- d) Three unmounted photographs, the dimensions of which are not to exceed 3 1/2 by 2 1/2 inches.
- e) Number of passport, if any.

These Worker's Permits shall be made out in triplicate and distributed as follows: —

One copy for the person whose name appears on the application and transmitted to the Chief of the Staff Department or services concerned.

One copy to be transmitted to the Bureau Militaire de Surveillance des Etrangers (B.M.S.E.), Paris.

One copy for the office of the Provost Marshall General.

All three copies shall bear a photograph of the person whose name appears on the permit.

The holder of a Worker's Permit will, upon first arriving at his or her station, report to the nearest A.P.M. in order that the permit may be recorded.

The holder of a Worker's Permit before leaving the limits of his or her station or area will submit the permit to the A.P.M. to be endorsed.

When a civilian employee of the Army, or any member of the Red Cross, Y.M.C.A. Salvation Army or the Knights of Columbus is relieved from duty and is not to return to the United States, the Chief of the Staff Department or service concerned will withdraw the Worker's Permit and transmit same to the Adjutant-General A.E.F.

4. No members of the American Expeditionary Forces, including the representatives of the American Red Cross, Y.M.C.A., Salvation Army and Knights of Columbus, will visit the French or British Army Zones without prior approval from these headquarters, except that when units of the Red Cross or Y.M.C.A. are located in places

within the French Zone of the armies, and established thereat for the benefit of the French troops only, only authorised representatives of said services may visit these units subject to the approval of the French authorities alone.

Applications for such visits will be submitted in writing by division commanders and chiefs of the staff departments, or of the other services herein mentioned, to the Headquarters, A.E.F. and will state the objects of the visit.

If approved, these headquarters will obtain the necessary permission from the French or British authorities through the American liaison officer attached to the headquarters to be visited.

Upon the return of a duly approved application, the person whose visit has been approved will obtain the necessary passes to visit the British Zone from the American Assistant Provost Marshal, Paris; and to visit the French Zone from the French Military Mission attached to Headquarters, A.E.F.

5. No civilian visitors or visiting correspondents including militarised civilians, will be permitted to visit the Headquarters, A.E.F. OR any of the camps occupied by the American troops located within the Zone of the Armies without prior approval from these headquarters. Civilian visitors and visiting correspondents before visiting any of the camps occupied by the American troops shall sign a "Visitor's Agreement", which, after being duly signed, will be transmitted by the Provost Marshal or his representative to the Chief of the Press Division, Headquarters, A.E.F.

6. French regulations require that every chauffeur driving a War Department automobile and circulating in the Zone of the Armies be provided with a special pink pass.

These passes are issued by the French Mission attached to the Headquarters, A.E.F. or by their delegates with the Headquarters, L. of C. They are valid for periods not exceeding one month.

Members of the Red Cross, Y.M.C.A. Salvation Army and Knights of Columbus, when travelling in the Zone of the Armies in automobiles assigned to them which have been duly registered and given a number by the Quartermaster Corps, will see that the chauffeur is in possession of a blue automobile pass issued by the French Mission or their delegates.

7. For travel by rail, the identity cards referred to in paragraphs 1, 2 and 3 of this order, supported by proper travel order (ordre de mission), leave order, pass, or furlough, will give the right to a railway warrant (ordre de transport) issued by the representative of the Q.M. Corps if travelling on official business; or to a ticket at military rate if travelling on leave, pass or furlough.

France, December 13, 1917.

GENERAL ORDERS, No. 63.

I. 1. The following extract of cablegram from the War Department (pur. 12, No. 444-R) is published for the information and guidance of all concerned:

"Free postage provision does not apply to letters from civilians with the American Expeditionary Forces, such as Young Men's Christian Assn., postal officials, et cetera."

France, December 10, 1917.

GENERAL ORDERS, No. 71.

III. Members of the A.E.F. desirous of locating lost baggage, express packages, freight, etc., will make inquiry of the General Manager, Transportation Department, P.O. No. 702, giving an accurate description of the lost property and other pertinent facts.

France, December 15, 1917.

GENERAL ORDERS, No. 76.

I. The following regulations governing civilian visitors and visiting correspondents desiring to visit the headquarters, American Expeditionary Forces, or any of the camps occupied by the American troops, located within the French Zone of the Armies, are published for the information and guidance of all concerned

1. All applications will be submitted to the Permit Officer, Assistant Provost Marshal's office, 10, rue Saint-Anne, Paris, who will, in each case, obtain the necessary authority from these headquarters.

2. When a visit has been duly authorized and A.O.O. white pass delivered by the Permit Officer, application will be made to the Bureau Militaire de Surveillance des Etrangers, 11, rue Saint-Gillaume, Paris, for a Carnet d'Etranger, except in the following cases:

- (a) Personal guests of the Commander-in-Chief or general officers.
- (b) Public guests sent by the War Department.
- (c) In special cases, press correspondents of all nationalities.
- (d) Relatives of sick and wounded members of the American Expeditionary Forces.

3. Every visitor shall sign a visitor's agreement to be transmitted to the Chief of the Press Division, A.E.F.

4. A programme will be prepared at these headquarters and a conducting officer designated to accompany the visitor.

5. In every case a visitor shall adhere to the duly approved programme.

France, February 25, 1918.

GENERAL ORDERS, No. 2. S. O. S.

I. 1. The following letter, which has been submitted under authority of the C-in-C, is published for the information and guidance of all concerned. This letter is to be considered in connection with G.O. No. 33, H.A.E.F., September 16, 1917.

"(a) Your proposal to open exchanges in connection with other Y.M.O.A. facilities meets with the approval of the C-in-C. Arrangements for establishing exchanges will be made with the proper C.O.'s. The prescribed circulation permits will, of course, have to be obtained for all employees.

"(b) There is no objection to the sale to the Y.M.O.A. for its canteen service of limited quantities of flour and sugar, when the state of supply will permit, subject to the approval of the C.O. having authority to order issues from the depot or store concerned. The C.O. in such cases will be responsible that supplies so sold are limited to those to be utilized exclusively for sale or distribution by the Y.M.O.A. to the members of the A.E.F. The local representatives of the Y.M.O.A. will furnish all necessary information and reports required by such C. O.'s in this connection. These sales will be subject to such limitations as may be published from time to time in orders from these Headquarters.

"(c) The Y.M.O.A. will be accorded such facilities as can be conveniently afforded in the way of heating, lighting, water and telephone service, and transportation, etc. and protection for credit accounts of the soldiers as heretofore provided for post exchanges.

"(d) All purchases by the Y.M.O.A. are to be made as far as possible in France. Such purchases will be made through the Y.M.O.A. representative on the G.P.B., or otherwise as may be arranged with the G.P.A. with a view to controlling prices."

2. The purpose of these instructions is to facilitate the work of the Y.M.O.A. throughout the A.E.F. as far as practicable, but in the application thereof all concerned must observe the necessity for avoiding such action as would tend to produce improper disposition of supplies and unauthorized demands on ocean tonnage.

II. All troops of whatsoever character, destined for duty in a divisional sector of the Advance Section or the Zone of the Armies will first be equipped with helmets and with gas masks, and thoroughly drilled in the use of the gas masks.

January 8, 1918.

GENERAL ORDERS, No. 6.

1. GENERAL. — The following will govern the system of leaves and furloughs in the A.E.F. The term "leave" will be used therein to designate both leaves of absence and furloughs.

2. ADMINISTRATION. — Organization Commanders will be responsible for the application of this order within their commands to the best interests of the service. The organization and administration of the system of handling men on leave is a duty of

the C.O., L. of C., to be carried out through his Provost Marshall General's Department, in cooperation with the Y.M.C.A. (accommodations and entertainments) and the D.G.T. (transportation).

3. AMOUNT OF LEAVE ALLOWED. — Officers and men of the A.E.F. in good standing may be granted one leave of seven days every four months, time of travel to and from destination in France not included.

4. LEAVE DESTINATIONS. — Areas to which a specified number of soldiers may be authorized to go on leave will be allotted to divisions, corps, or other units or territorial commands. Allotment of areas will be rotated as far as practicable by four months periods, so as to give equal opportunity to all men. Allotment covering Paris will be made separately from all other areas, so as to limit the number of American soldiers visiting Paris on leave. The P.M.G. Department will furnish to commanders concerned all necessary information regarding the number of soldiers that can be accommodated in the authorized areas. For the present, officers will not be restricted as to points to be visited on leave other than Paris, but for points in the French Zone of the Armies the concurrence of the Chief, French Military Mission, will be required.

France, January 17, 1918.

GENERAL ORDERS, No. 11.

III. 1. The excessive number of collisions between automobiles and motorcycles of the A.E.F. on the one hand and French vehicles and pedestrians on the other indicates carelessness in driving, which can not be tolerated. In addition to the injury to person and property of French citizens, this condition has also resulted in the filing with the American military authorities of many claims for damages.

2. Numerous claims have been submitted by French citizens growing out of case, of collisions which have never been reported by American drivers as having occurred. As a consequence of this a proper investigation is rendered impossible.

3. Driver's Report. Every driver of an A.E.F. motor vehicle which sustains a collision with any French vehicle or person, or kills or injures a domestic animal, will prepare a report on Form No. 124 Q.M., M.T.S., immediately after the collision and before resuming his journey. This must be done in every case regardless of how trivial the injury may appear to be. The driver will deliver his report to his immediate commanding officer with the least possible delay. Commanding officers will, in every case, institute court-martial proceedings against a driver who fails to render such report immediately upon his return to his station.

4. Investigating Officer's Report. Immediately upon being informed (through the report of the driver or otherwise) that a collision as described in the preceding paragraph has occurred, or that a valuable animal has been killed or injured, the commanding officer or an officer designated by him will proceed to the place of the accident, familiarize himself with the physical condition of the place and investigate the facts. He will personally interview and take sworn statements of available witnesses. He will invite the witnesses, other than members of the A.E.F., to give voluntary statements (to be written and sworn to, if possible), being careful, however, not to give the impression that he has legal authority to compel them to do so. On completion of his investigation he will prepare a report in duplicate on Form 125 Q.M., M.T.S., and will forward both copies to the Division Commander or other officer exercising general court-martial jurisdiction over the driver, for examination as to their proper preparation and for such disciplinary or other action as may be necessary. They will then be forwarded to the Headquarters of the A.E.F., one copy to be filed for future reference and the other to be transmitted to the French Mission.

In the exceptional case where the accident occurs at a great distance from the place where the C.O. is stationed, rendering it entirely impracticable for him, or one under his orders, to make the investigation, he will fill out in duplicate pages one, two and three of the Investigating Officer's Report (Form 125 Q.M., M.T.S.), and forward the same, together with the Driver's Report (Form 124 Q.M., M.T.S.), to any proper Headquarters in the vicinity of the place where the accident occurred, with the request that such Headquarters continue and complete the investigation.

5. A supply of the form (No. 125 Q.M., M.T.S.) for the investigating report will be kept by the C.O. of each M.T.S. unit, and each other unit operating motor vehicles. Every driver in the A.E.F. France will be instructed as to the contents of this order, and a copy will be kept posted on the bulletin board of every unit operating motor vehicles. Each motor vehicle will carry at all times at least one form of Driver's Report (No. 124 Q.M., M.T.S.).

6. Commanding officers will take action looking to the punishment by court-martial of all cases of careless driving. These disciplinary measures should also be supplemented in proper cases by proceedings under the 105th A.W.

5. Attention is invited to the following War Department cablegram (No. 689R) dated January 25, 1918:—

"Many complaints received from parents that they do not hear from sons in France. Caution all officers of necessity of having their men write to their parents regularly, however brief."

Organization Commanders will use every effort to cause the men of their commands to write regularly — at least once a week, if practicable — to their parents or families. As the Y.M.C.A., Knights of Columbus, Salvation Army, Red Cross, and even Organization reading rooms, furnish cards and papers for this purpose, and as stamps are not required, provided the soldier places his name and designation of organization in upper left-hand corner of envelope or postcard, the men should usually have no difficulty in attending to this matter and removing any cause for complaint by parents at the War Department.

February 31, 1918.

G.H.Q. GENERAL ORDERS, No. 19.

1. "1. Necessity exists for the strict economy in the use of gasoline and oil. A great amount of gasoline and oil can be conserved by proper and thoughtful use of the same.

With this end in view the strictest observance of the rules set forth below is enjoined upon all persons responsible for the operation and maintenance of motor vehicles.

- a) Under no circumstances will gasoline be used to clean motors or vehicles.
- b) The use of motor transportation for other than military purposes is strictly forbidden.
- c) Carburetors will be kept adjusted so that the maximum efficiency is derived from the minimum expenditure for fuel.
- d) Motors of vehicles not moving will not be allowed to run longer than one minute.
- e) Drastic disciplinary action will be taken in every case of violation of this order.

2. In this connection, the attention of all concerned is directed to O.O., 40, these Hdq., series of 1917.

February 9, 1918.

GENERAL ORDERS, No. 25.

1. On and after this date the provisions of Paragraph 3, G.O. No. 83, A.E.F. November 20, 1917, will be strictly complied with. All holders of Workers' Permits will report to the A.P.M. of the organization with which they are serving, or the nearest A.P.M. in the L. of C., to have their permit recorded, and hereafter, upon arriving at his or her station, will report to an A.P.M. as above. Before leaving his or her station the holder of such permit will present it to the nearest A.P.M. to be endorsed and receive an "ordre de service" and will also produce an order signed by the proper authority authorising the contemplated movements.

The person in charge of each society of militarised civilians will at once inform the Provost Marshal General the name of the persons or person in the various sections and areas authorised to order such movements.

2. All organization commanders will report without delay to their A.P.M. the names and full description of all men absent without leave over twenty-four hours, or believed to be in desertion. In urgent cases absentees will be immediately reported by wire, followed by a report, as above provided for. Deserters and absentees belonging to organizations not attached to divisions or separate brigades will be reported to the nearest A.P.M.

The A.P.M. to whom the deserter or absentee was reported will be promptly informed of his return or apprehension.

GENERAL ORDERS, No. 30.

(n) Identification Tags: Paragraph VI, G.G. 21, H.A.E.F. dated August 13, 1917, is hereby amended to read as follows:—

1. Two aluminum identification tags, to be furnished by the Q.M.C., will be habitually worn by all officers and enlisted men, and also by all civilians attached to the A.E.F.
2. Both tags will be stamped with the name, rank, company and regiment or corps to which the wearer belongs and the second tag will be worn suspended by a cord one inch long from the bottom of the first tag.

GENERAL ORDERS, No. 33.

Feb. 20, 1918.

5. The provisions of paragraph 4, G.O. 63, 1917, H.A.E.F. will not apply to militarized members of the Red Cross, Y.M.C.A. Knights of Columbus, and Salvation Army, who are subject to special regulations.

When militarized members of these societies are to visit or work in the French or British Army Zones, the chief of the society concerned will issue an "ordre de mission" as authorized by these headquarters, which will be transmitted to the American Military Mission, French General Headquarters, for the French Army Zone, or to the American Circulation Service, British General Headquarters, for the British Army Zone, for the action of competent French and British authority who issues the necessary passes. If the application is approved.

France, March 13, 1918.

GENERAL ORDERS, No. 40.

1. There is hereby established as part of the Quartermaster Corps, Services of Supply, and Effects Depot, to be located at Base Section No. 1.

2. Upon the death of an officer, soldier or civilian attached to or serving with the A.E.F., his immediate commanding officer, or, if absent from his organization, the officer under whom he has been serving will secure all his personal effects, list and pack same securely, including in the package a copy of the list, and will turn the package over to the nearest Quartermaster, who will receipt for it and forward the cash, watches, trinkets, personal papers and similar articles of value by registered mail, and other personal property by freight or otherwise to the Effects Depot. Issue articles of clothing will not be forwarded, but will be turned in to the nearest Salvage Depot. The commanding officers of all burial parties will make similar disposition of personal effects found upon the persons of officers, soldiers and civilians buried. Any other officer or soldier having knowledge of the location of the effects of a deceased officer, soldier or civilian which have not been disposed of as herein directed, will either forward the effects to the Effects Depot in the manner indicated above, or notify the proper commanding officer as to the location of the effects.

March 25, 1918.

GENERAL ORDERS, No. 45.

Mail posted in France and England addressed to units and individuals of the American Expeditionary Forces has been mis-sent because of the similarity of the abbreviation "A.E.F." to abbreviations used by our Allies.

Hereafter, all members of the American Expeditionary Forces in addressing mail to units and individuals of the American Expeditionary Forces will write the word "American" in full, and not use the abbreviation "A". Example: G.H.Q., American E.F.; Commanding Officer, 26th Infantry, American E.F., etc.

France, March 30, 1918.

G.H.Q. GENERAL ORDERS, No. 50.

IV. 1. A Renting, Requisition and Claims Service (R., R. and C.) is established for the American Expeditionary Forces.

The Commanding General, S.G.S., is charged with the organization of this service and will prescribe such rules for its organization, regulation and operation as may be necessary.

2. The principal functions of the Renting, Requisition and Claims Service will be:

a) To rent all lands and buildings required for all departments of the United States military forces in France, other than those obtained as provided in Par. 1 (b), Sec. II G.O. No. 29, G.H.Q., A.E.F. 1918.

b) To requisition all lands and buildings required for all Departments of the United States military forces in France, possession of which cannot be acquired on reasonable terms by amicable agreement.

c) To provide for and supervise the billeting and quartering of the United States forces in France, under G.O. No. 18 G.H.Q., A.E.F., 1918 and amendments thereto.

d) To investigate assess and settle claims arising out of requisitions and all Claims arising out of the exercises of the foregoing powers.

e) To investigate all claims for injuries to persons and damage to property resulting from the acts or omissions of members of the United States military forces in Europe

The Renting, Requisition and Claims service is authorized to correspond directly with all officers in the A.E.F. in matters within its jurisdiction. Its requests for information will be complied with as promptly as possible.

The investigation of claims for damages, with a view to payment by the United States, must not be regarded as affecting the duties of a commanding officer to see that reparation is made by the wrongdoer, as required by the 105th Article of War; and the Renting, Requisition and Claims Service may advise the proper commanding officer to institute proceedings under the 105th Article of War in cases where such proceeding appear to be practicable.

Claims for damages to billets which cannot be adjusted by the T.M. shall, hereafter, be forwarded to the R.R., and C., S.O.E., instead of the S.O.S., C.G. as provided in Pars. 51 and 52, G.O. No. 18, G.H.Q., A.E.F. 1918.

The investigating officer's report (in duplicate) of automobile and motorcycle accidents required by Par. 4 Sec. III, G.O. No. 11, H.A.E.F., 1918 will hereafter be forwarded by the officer exercising general court-martial jurisdiction to the R.R. and C., S.O.S.

The finding and directions of the renting, Requisition and Claims Service, and its authorized representatives, properly authenticated, will constitute authority for payment of all rents, allowance and claims, subject to review only in particular cases by the G.G., S.O.S. or by the C. in C.

France, April 7, 1918.

G.H.Q. GENERAL ORDERS, No. 53.

III. Since civilian employees of the army in Europe are in the field in the sense as contemplated by Par. 1473, Army Regulations, the medicine charge required in Par. 1460, Army Regulations, will not be made.

When civilian employees of the army are admitted to any hospital or infirmary where a separate mess is maintained, the immediate Commanding Officer of the employee concerned will notify in writing the Commanding Officer of the hospital as to whether or not the employee is entitled to rations at the expense of the United States. If such civilian is so entitled, subsistence will be furnished without charge to the employee and reimbursement to the hospital fund will be made by the Quarters master Corps upon properly executed vouchers at the rate of 60 cents or 75 cents per day, under the provisions of Bulletin No. 1, Headquarters, S.O.R., dated February 16, 1918.

If the employee is not entitled to rations at the expense of the United States, charges will be made against him under the provisions of Par. 1460, Army Regulations, but at the rate of 60 cents a day when such civilian is treated on the footing of enlisted men, and one dollar a day when treated on the footing of officers.

The Commanding Officer concerned will make proper deductions on the ration return of his organization.

France, April 18, 1918.

GENERAL ORDERS, No. 58.

7. Persons returning to the United States have been carrying with them letters written by members of the A.E.F. for delivery to addresses in the United States. This is contrary to the spirit of the G.O. No. 18, Series 1917, and is strictly forbidden. No material time is saved in the forwarding of mail through such channels, but there are made possible grave violations of censorship rules. Persons carrying such communications are subject to search and disciplinary action, and similar disciplinary action will be taken in the case of those who entrust such communications to anyone.

GENERAL ORDERS, No. 66.

VII. 1. With a view to furthering and co-ordinating the work of the chaplains in the A.E.F., a Chaplain's Office, under the supervision of the Adjutant General, is hereby established at these Headquarters.

2. Normally this shall consist of three chaplains, appointed by the Commander in Chief, who shall be designated as Senior G.H.Q. Chaplain.

3. In general the functions of this office shall be to develop an esprit de corps among the chaplains; to provide such literature on chaplains' opportunities and duties as will tend to develop the highest degree of efficiency; to prevent and forestall duplication of effort, and to coordinate the activities of the various religious and welfare organizations operating with our army.

4. A Senior Chaplain shall be designated in every division, whose duty it shall be to keep himself informed of the needs and opportunities of his division, making a weekly report of conditions, or recommendations, through his division commander to the G.H.Q. Chaplain's Office.

5. All questions arising between chaplains and the various welfare organizations operating in the army shall be presented through their Senior Chaplain to the G.H.Q. Chaplain's Office.

France, June 7, 1918.

G.H.Q. GENERAL ORDERS, No. 89.

1. In order that the families of deceased officers and soldiers of the AMERICAN EXPEDITIONARY FORCES may receive promptly all information possible concerning those who are killed in action, or die of wounds, injuries or disease, chaplains and Red Cross searchers and others of the A.E.F. will, when writing letters of a member of the A.E.F., conform to the following rule.

Such letters, unsealed and marked in the upper right-hand corner with a small cross, will be forwarded under other cover, addressed Central Records Office, Adjutant General's Department, A.E.F. The letters will there be examined by a representative of the Base Censor, and forwarded to destination after verification of the death by the Casualty Section, Central Records Office.

II. Hereafter, reports of all burials will be made in duplicate by the chaplains and officers in charge and immediately forwarded as follows:

One copy to G.R.S. Headquarters S.O.S.

One copy to the Central Records Office, Adjutant General's.

Department A.E.F., for the Adjutant General of the Army.

So much of G.O. Nos. 30 and 50, c.s. these headquarters as requires the making of reports in triplicate is revoked.

France, June 20, 1918.

GENERAL ORDERS, No. 100.

1. The Adjutant General, A.E.F., is charged with maintaining accurate and complete records, as hereinafter indicated, of all officers and soldiers of the United States Army serving in Europe, civilians attached thereto, all prisoners of war held by enemy forces and prisoners of war held by our forces.

2. For such purpose a Statistical Division is established in the office of the Adjutant General, A.E.F., and charged with the following duties:

(a) The preparation and forwarding of lists of all casualties.

(b) Keeping a record of the location and assignment of all officers and soldiers of the A.E.F. and civilians attached thereto, and of the location and strength of all units.

(c) Maintenance of a classification system showing the qualification and experience, military and civil, of all officers and soldiers of the A.E.F.

(1) Maintenance of an Inquiry Bureau as to prisoners of war.

(e) Supervision and checking of all returns and rolls which are required to be submitted by units to the Adjutant General, A.E.F.

Office of the Postmaster General.

Washington, March 28, 1918.

GENERAL ORDERS, No. 1.250.

On and after April 1, 1918, parcels for members and individuals connected with the American Expeditionary Forces in Europe shall not be accepted for mailing or dispatched unless they contain such articles only as are being sent at the written request of the addressee approved by his regimental or higher commander or an executive officer of the organization to which he is connected.

A. S. BUELSON,
Postmaster General.

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